

LUXULYAN PARISH COUNCIL  
DRAFT Minutes of the  
**Staffing Committee Meeting**  
at the Luxulyan Memorial Institute, 6.00 pm,  
**TUESDAY, 6 September 2016**

PRESENT:

Cllr Michaela Linfoot (Chair), Cllr Jack Satterthwaite, Cllr Andy Cottrill, Cllr George Haywood.

ALSO PRESENT:

No Members of the Public.

ABSENT:

Clerk to the Parish, Mrs Christine Wilson.

ABBREVIATIONS:

Councillors are usually abbreviated with their initials; Luxulyan Parish Council (LPC).

*The meeting began at 6.00 PM.*

16/9 Apologies

Apologies were received from CW

16/10 Declaration of interest or requests for dispensation.

None.

16/11 Approve minutes for meeting of the Staffing Committee on 26 Aug 2016

The minutes of the meeting held on 26 August 2016 were **approved** and signed as a true and correct record (proposed JS, 2<sup>nd</sup> AC)

16/12 Closed Meeting

It was **resolved** in accordance with the Public Bodies (Admission to Meetings) Act 1960 that, due to the confidential nature business to be discussed, this meeting would be closed to the public (proposed GH, 2<sup>nd</sup> JS).

16/13 Formalise proposals

The committee and clerk will continue work on the job description, contract and related documents for discussion at the next meeting.

16/14 Business for next Meeting

Review all the results from the previous actions, identify any missing items and determine the next steps.

16/15

Tuesday, 27 September, 6:00pm at the Luxulyan Memorial Institute. Due to the nature of the business to be discussed, the meeting will be closed to the public.

*The Chair thanked everyone and the meeting closed at 7:10 pm.*