

**LUXULYAN PARISH COUNCIL**

**DRAFT Minutes of the Staffing Committee Meeting**

at the Luxulyan Memorial Institute, 6.00 pm, **Monday, 6 February 2017**

**PRESENT:**

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

**ALSO PRESENT:**

Clerk to the Parish, Mrs Christine Wilson and no Members of the Public.

**ABSENT:**

Cllr Jack Satterthwaite and Cllr Catherine Gray.

**ABBREVIATIONS:**

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

*The meeting began at 6.05 PM.*

**16/23 Apologies for absence**

JS and CG sent their apologies.

**16/24 Declarations of interest**

There were no declarations of interest.

**16/25 Minutes**

It was **RESOLVED** (proposed AC, 2<sup>nd</sup> GH) that the minutes of the previous meetings of the Staffing Committee on 6<sup>th</sup> of September 2016 and on the 27<sup>th</sup> of September 2016 were true and correct, the they were duly signed by the Chair.

**16/26 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 from this point onwards (proposed AC, 2<sup>nd</sup> ML).

**16/27 Draft documents**

A The job description (JC), new employment contract including staff handbook (EC), Risk Assessment (CRA), and Public Toilets Daily Check List (PTDC) were discussed in detail and a few minor changes were made. The Draft documents with agreed changes will be sent to all committee members.

B The clerk will send the draft copies via post and email to the cleaner. A meeting with the cleaner will be arranged to discuss the documents and come to an agreement. The clerk, AC and ML will attend the meeting with the cleaner, as it will be easier to discuss the details with fewer people.

**16/28 Business and date of the next meeting**

The chair will call another meeting of the committee as and when necessary.

*The Chair thanked everyone and the meeting closed at 7.10 pm.*

*Mrs C Wilson ~ Parish Clerk ~ 6 February 2017*