

LUXULYAN PARISH COUNCIL
DRAFT Minutes of the **Staffing Committee Meeting**
 at the Luxulyan Memorial Institute, 3.30 pm, **Monday, 2 March 2017**

PRESENT:

Cllr Michaela Linfoot (Chair), Cllr Andy Cottrill, Cllr Cath Grey.

ALSO PRESENT:

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

ABSENT:

Cllr George Haywood.

ABBREVIATIONS:

Councillors are usually abbreviated with their initials; LPC - Luxulyan Parish Council

AC arrived at 4.00 PM. The meeting began at 4.05 PM.

16/30 Apologies for absence

GH sent his apologies.

16/31 Declarations of interest

There were no declarations of interest.

16/32 Minutes

The minutes of the previous meeting were not available to sign and approval was deferred until the next meeting of the committee.

16/33 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 nd ML).

Items 34 A-D will be redacted, when posted on the website, for data protection.

16/34 Cleaner's contract

A CONFIDENTIAL for data protection.

B CONFIDENTIAL for data protection.

C CONFIDENTIAL for data protection.

D CONFIDENTIAL for data protection.

E ACTION: CG and AC will design a sign to be placed in the Public Conveniences that says something like: If you are unhappy with the state of these conveniences, please contact the Parish Clerk.

F ACTION: CG and AC will draft a Service Level Agreement for the coming fiscal year.

G It was RESOLVED to request 3 tenders for the post of cleaner for the coming fiscal year 2017-18. It was noted that time is short.
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16/35 Refurbishment of the Public Conveniences

It was AGREED to get 3 quotes for the refurbishment of the toilets. This will not include new Wallgate handwashing units.

The refurbishment will include:

- Removal of the old Wallgate units and making good the wall and tiles
- Stainless steel washbasins
- Sensor or push taps (cold water only)
- Unit for the washbasins with a lockable cupboard for bin for the paper towels
- Paper towel dispensers
- Soap dispensers
- Air hand dryers
- Sanitary bins for the Ladies' toilets

16/36 Business of the next meeting

- To approve the terms of the Service Level Agreement for the position of cleaner.
- To decide how to advertise for tenders.

16/37 Date of the next meeting

The next meeting of the Staffing Committee will be at 5.30 pm before the Ordinary Meeting of full Council on Thurs, 9th March 2017.

The Chair thanked everyone and the meeting closed at 5.00 pm.

Mrs C Wilson ~ Parish Clerk ~ 4 March 2017