



LOOE TOWN COUNCIL
KONSEL TRE LOGH

Looe Library and Community Hub,
The Millpool, West Looe PL13 2AF
Telephone: 01503 262255
Clerk to the Council Mel Colton-Dyer
VAT Reg: 381 5093 50

31st May 2022

Ladies and Gentlemen,

You are hereby summoned to attend a meeting of the Looe Town Council, convened by the Mayor on **Monday 6th June at 17.30** at Looe Library and Community Hub.

Yours faithfully

Brendan Coulton
Town Clerk

AGENDA

		Timings
1.	Welcome	5 minutes
2.	To Receive Apologies	
3.	To Receive Declaration of Interest	
4.	To Resolve to Approve the Minutes of the Meeting held on 5th October 2020 and the extraordinary meeting held on 14th October 2020	5 minutes
5.	To Resolve arrangements for vacant role and how to manage this. Report and recommendations from Officers.	5 minutes
6.	To resolve to approve job descriptions if above recommendations are resolved.	10 minutes
7.	To resolve to approve amended job description for CSM and TC.	5 minutes
8.	To resolve to approve delegated authority to the Town Clerk	5 minutes
9.	<p>Exclusion of members of the press and public To resolve that under s1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following item as it involves the likely disclosure of confidential information</p> <p style="margin-left: 40px;">A) To resolve salary benchmarking as per previous resolution to do so within 3 months.</p> <p style="margin-left: 40px;">B) To resolve potential additional benefits package for HR purposes.</p> <p style="margin-left: 40px;">C) To hear correspondence received and discuss this.</p>	30 minutes.

Please ensure all Confidential and Pink Papers are returned to the Clerk immediately after this meeting, thank you.

email: enquiries@looetowncouncil.gov.uk

Website: www.looetowncouncil.gov.uk