



LOOE TOWN COUNCIL
KONSEL TRE LOGH

Looe Library and Community Hub,
The Millpool, West Looe PL13 2AF
Telephone: 01503 262255
Town Clerk Brendan Coulton
VAT Reg: 381 5093 50

19th July 2022

Ladies and Gentlemen,

You are hereby summoned to attend a meeting of the Staffing Committee, convened by the mayor. This meeting will be held in the Council Chamber, Looe Library & Community Hub, The Millpool, Looe on:

Tuesday 26th July 2022 at 6pm

Yours faithfully

Brendan Coulton, LLB (Hons) Law, MIMA (Cert) JP
Town Clerk

Please note that this meeting is open to members of the public. If you would like to attend, please email enquiries@looetowncouncil.gov.uk or ring 01503 262255 by 12 noon on Tuesday 5 July 2022.



**Meeting of Staffing Committee
Tuesday, 26th July 2022 at 6.00pm**

AGENDA

1.	Welcome -Purpose of the meeting	
2.	To Receive Apologies	5 minutes
3.	To Receive Declarations of Interest	
4.	Take Questions from Members of the Public	2 minutes
5.	To Resolve to approve the Minutes of the previous Staffing Committee Meeting held on 6 th July	5 minutes
6.	To discuss amendments to Staff Disciplinary Policy	5 minutes
7.	Discuss recruitment of Assistant Admin Officer	5 Minutes
8.	To discuss the framework for Staff Audit	15 minutes
9.	PART 2 - Exclusion of members of the press and public a) 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 disclosure of confidential information b) To review duties and remuneration of the Business Development Manager	10 minutes

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