



**LOOE TOWN COUNCIL  
KONSEL TRE LOGH**

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

**Town Councillors  
Looe Town Council**

22nd October 2022

Ladies and Gentlemen

You are hereby summoned to attend a meeting of the Staffing Committee of Looe Town Council, convened by the Chairman, for the purpose of transacting the following business. This meeting will be held at Council Chambers, Library and Community Hub Millpool Looe

**27<sup>th</sup> October 2022 at 6.00pm**

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](mailto:enquiries@looetowncouncil.gov.uk) or ring 01503 262255 by 12 noon on 27<sup>th</sup> October 2022



**Meeting of Staffing Committee of Looe Town Council  
27<sup>th</sup> October 2022 at 6.00pm**

**AGENDA**

	<b>Welcome</b>	
<b>18.</b>	To Receive and Consider Apologies	2 mins
<b>19.</b>	To Receive Declarations of Interest	
<b>20.</b>	To Receive Questions from members of the public	15 mins
<b>21.</b>	To Resolve to Approve the Minutes of the previous meeting of Staffing Committee 31 <sup>st</sup> August 2022	2 mins
<b>22.</b>	Discuss the requirement for a Commercial strategy Manager	
<b>23.</b>	Discuss recruitment of Information Officer for Looe Library and Community Hub and confirm terms and conditions	10 mins
<b>24</b>	<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>a) Discuss Appointment of Cleaning Operative (Succession Planning)</p> <p>b) Discuss Appointment of Temporary maintenance operative</p> <p>c) Confirm Appointment of Hub Manager and Library Supervisor and confirm rates of pay</p> <p>d) Discuss the Outcome of the exit Interview with Mel Cotton-Dyer (Previous Town Clerk) - Cllr Gregory</p> <p>e) Discuss the exit Interview Kate Puckey (Previous Commercial Strategy Manager) - Cllr Smith</p>	
	<b>Date of the next meeting: day to be confirmed</b>	

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