

**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



**Members of the Staffing Committee
Looe Town Council**

18th October 2023

Dear Councillors,

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 the Council Chambers, Library and Community Hub, Millpool, Looe on:

Tuesday, 24th October 2023 at 6.00pm

Yours faithfully

A handwritten signature in blue ink that reads 'L Powell'. The signature is written in a cursive style.

**Lynda Powell
Town Clerk**



**Meeting of Staffing Committee of Looe Town Council
24th October 2023 at 6.00pm**

AGENDA

	Welcome	
51.	To Receive and Consider Apologies.	2 mins
52.	To Receive Declarations of Interest.	
53.	To Receive Questions from members of the public ¹ .	15 mins
54.	To Resolve to Approve the Minutes of the previous meeting of Staffing Committee held on 28 th February 2023.	2 mins
55.	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 items as it involves the likely disclosure of confidential information: a) To review Administrator job description and to resolve arrangements for recruitment and selection process. b) To consider and resolve to implement interim arrangements for covering the vacant position of Business Development Manager.	40 mins
	Date of the next meeting: TBA	

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

¹ 1 In accordance with Looe Town Council Standing Orders members of the public may speak for no more than 3 minutes and the period of time designated for public participation shall not exceed 15 minutes unless directed by the Chairman of the meeting.