

**LOOE TOWN COUNCIL  
KONSEL TRE LOGH**

Looe Library and Community Hub,  
The Millpool, West Looe PL13 2AF. Telephone: 01503 262255  
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**Members of the Staffing Committee  
Looe Town Council**

18<sup>th</sup> February 2026

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 24<sup>th</sup> February at 6pm**

Yours faithfully

**Sam White  
Town Clerk**



**Meeting of Staffing Committee of Looe Town Council**  
**24<sup>th</sup> February 2026 6pm**

**AGENDA**

	<b>Welcome</b>	
<b>STF 25-26-07</b>	To Receive and Consider Apologies.	2 mins
<b>STF 25-26-08</b>	To Receive Declarations of Interest.	
<b>STF 25-26-09</b>	To co-opt Cllr Mark Pughe to the Committee for this meeting	
<b>STF 25-26-10</b>	To approve the minutes of the Staffing Committee held on the 25 <sup>th</sup> November 2025	
<b>STF 25-26-11</b>	Exclusion of members of the press and public. To consider passing the following resolution: “In accordance with S1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the consideration of the following matter due to the confidential nature of the business to be discussed.”	
	<b>Confidential Items for Discussion</b>	
<b>STF 25-26-12</b>	To consider and approve job descriptions for the following new roles 1. Finance Officer 2. Events & Communications Officer 3. Planning & Administration Officer (events & comms)	
<b>STF 25-26-13</b>	To receive a verbal update on steps taken to fill the apprentice vacancy	
<b>STF 25-26-14</b>	To receive a report on additional annual leave days for staff members reaching 5 year service	
<b>STF 25-26-15</b>	To consider a request for payment of TOIL hours accrued	
<b>STF 25-26-16</b>	To receive a report on staffing in the Cleaning & Maintenance Team	
	<b>Date of the next meeting: TBA</b>	