

**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**

18th 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 24th February at 6pm

Yours faithfully

**Sam White
Town Clerk**



Meeting of Staffing Committee of Looe Town Council
24th February 2026 6pm

AGENDA

	Welcome	
STF 25-26-07	To Receive and Consider Apologies.	2 mins
STF 25-26-08	To Receive Declarations of Interest.	
STF 25-26-09	To co-opt Cllr Mark Pughe to the Committee for this meeting	
STF 25-26-10	To approve the minutes of the Staffing Committee held on the 25 th November 2025	
STF 25-26-11	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."	
	Confidential Items for Discussion	
STF 25-26-12	To consider and approve job descriptions for the following new roles 1. Finance Officer 2. Events & Communications Officer 3. Planning & Administration Officer (events & comms)	
STF 25-26-13	To receive a verbal update on steps taken to fill the apprentice vacancy	
STF 25-26-14	To receive a report on additional annual leave days for staff members reaching 5 year service	
STF 25-26-15	To consider a request for payment of TOIL hours accrued	
STF 25-26-16	To receive a report on staffing in the Cleaning & Maintenance Team	
	Date of the next meeting: TBA	