

**SEVEN PRINCIPLES OF PUBLIC LIFE**  
**Selflessness – Integrity – Objectivity – Accountability – Openness – Honesty - Leadership**

**KESWICK TOWN COUNCIL**

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28 May 2026

You are summoned to attend a meeting of the Keswick Town Council **Staffing Committee** to be held on Wednesday 3 June 2026 at 2.30pm in the Council Chamber, Town Hall, 50 Main Street, Keswick.

Yours sincerely

**Vivien Little**  
Town Clerk

**AGENDA**

- 1. Election of Chair**  
To appoint a Chair of the Staffing Committee for the 2026/27 municipal year.
- 2. Apologies**  
To receive apologies for absence.
- 3. Declarations of Interest**  
To receive any declarations of interest in respect to items on this agenda.
- 4. Minutes**  
To agree the public minutes of the Staffing Committee meeting held on 13 January 2026 (page 7).

**Prior to the following business the Chair will move the following resolution:**

*‘That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted’*

- 5. Update**  
To consider the update from the Clerk (information enclosed).
- 6. Date of next meeting**  
To agree the date of the next meeting.

## KESWICK TOWN COUNCIL

Minutes of the meeting of the Keswick Town Council Staffing Committee held on Tuesday 13 January 2026 at 11am in the Quaker Meeting House, Elliot Park, Keswick.

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Present:           Councillor Louise Dunn (Chair)  
                   Councillor Chris Houghton  
                   Councillor Claire Houghton  
                   Councillor Jean Murray  
                   Councillor Lorraine Taylor  
                   Christine Fawcett – Parks Manager  
                   Catherine Parker – Responsible Finance Officer  
                   Vivien Little – Town Clerk

**37. Apologies**

No apologies for absence were received at this meeting.

**38. Declarations of Interest**

No declarations of interest were made at this meeting.

**39. Minutes**

**RESOLVED** that the Chair be authorised to sign the minutes, as a correct record, of the Staffing Committee meeting held on 28 October 2025 (page 6).

**Prior to the following business the Chair moved the following resolution:**

*‘That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted’*

**40. Staffing Update**

**RECEIVED** the verbal report of the Clerk.

**RESOLVED** that the Clerk proceed with updating documentation as and when she could.

**41. Date of next meeting**

The date of the next meeting was to be decided.

The meeting closed at 11.30am

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date