

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

KESWICK TOWN COUNCIL

Council Offices
50 Main Street
Keswick
CA12 5JS
Tel 017687 73607

Email: townclerk@keswicktowncouncil.gov.uk

26 August 2026

A meeting of the Keswick Town Council **Staffing Committee** will be held on Wednesday 2 September 2026 at 1.30pm in the Council Chamber, Town Hall, 50 Main Street, Keswick.

Yours sincerely



Vivien Little
Town Clerk

AGENDA

- 1. Apologies**
To receive apologies for absence.
- 2. Declarations of Interest**
To receive any declarations of interest in respect to items on this agenda.
- 3. Minutes**
To agree the public minutes of the Staffing Committee meeting held on 10 August 2026.

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'

- 4. Review of Job Descriptions**
To verbally look at job allocations (descriptions previously circulated).
- 5. Clerk's Report**
To receive the report of the Clerk.
- 6. Date of next meeting**
To agree the date of the next meeting.

KESWICK TOWN COUNCIL

Minutes of meeting of the Staffing Committee held in the Council Chamber, Town Hall, Keswick on Monday 10 August 2026 at 11 a.m.

Present: Councillor Natalie Evans (Chair)
Councillor Louise Dunn
Councillor Claire Houghton
Councillor Jean Murray
Councillor Lorraine Taylor
Vivien Little – Town Clerk
Catherine Parker – Responsible Financial Officer

6. Apologies

Apologies for absence were received from Councillor Chris Houghton. His apologies were noted and accepted by Councillors.

7. Declarations of Interest

No declarations of interest were made at this meeting.

8. Minutes

RESOLVED that the Chair be authorised to sign the minutes, as a correct record, of the Staffing Committee meeting held on 3 June 2026 (page 1).

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’

9. Update on Workload

Consideration was given to the report of the Clerk.

RESOLVED that:

- i) staff look through their job descriptions, ensuring that they match the actual workload (Action – Office Staff) and the results be brought back to the next Staffing Committee meeting;
- ii) an annual Council calendar running from May-May be produced, covering the key busy times for the Council, as well as Events, to allow for greater understanding by Councillors (Action – Clerk);
- iii) all Committees and Working Groups to have meetings set up on a six weekly cycle, to be marked on the Councillors Calendar (Action – Clerk);
- iv) Councillors Dunn and Murray look at the Councillors Induction, to prepare for the May 2027 elections (Action – Councillor Dunn and Murray);
- v) for the Keswick Games event on Sunday 16 August 2026, all inflatable providers must have public liability insurance of £10 million (Action – Clerk);
- vi) the recommendation of the Staffing Committee regarding the office upgrade be option 1 (Action – RFO); and
- vii) the Clerk put together a report for the September Town Council meeting, regarding moving towards paperless agendas, with using Teams as a preferred option of passing documentation to Councillor (Action – Clerk).

10. Date of next meeting

The date of the next meeting was set as Wednesday 2 September 2026 at 1.30pm.

The meeting ended at 12.30 p.m.

Chairman

Date