KESWICK TOWN COUNCIL

Minutes of meeting of the Staffing Committee held in the Council Chamber, Town Hall, Keswick on Wednesday 2 September 2026 and Wednesday 9 September 2026 (continuation) at 1.30 p.m.

Present: Councillor Natalie Evans (Chair)
Councillor Chris Houghton
Councillor Claire Houghton
Councillor Jean Murray (2nd September 2026 only)
Vivien Little – Town Clerk
Catherine Parker – Responsible Financial Officer

11. Apologies

Apologies for absence were received from Councillors Dunn and Taylor, and Councillor Murray for the 9 September 2026 meeting. Their apologies were noted and accepted by Councillors.

12. Declarations of Interest

No declarations of interest were made at this meeting.

13. Minutes

RESOLVED that the Chair be authorised to sign the minutes, as a correct record, of the Staffing Committee meeting held on 10 August 2026 (page 2-3).

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'

14. Review of Job Descriptions

Consideration was given to the report of the Clerk.

RESOLVED that:

i) a Social Media policy be developed and brought back to the Staffing Committee at a future meeting (Action – Clerk);

ii) consideration be given to looking at the Organisational Structure of the Town Council during the Annual Review of the Pay and Conditions of Staff at the November Staffing Committee meeting (Action – Clerk);

iii) the Clerk to look at creating more standardised job descriptions for each of the roles, focussing on the processes, to be brought back at the December Staffing Committee meeting (Action – Clerk); and

iv) Appraisals should be benchmarked against other Town Councils in the area (Action – Clerk)

15. Clerk's Report

Consideration was given to the report of the Clerk.

RESOLVED that:

i) Councillors do not need to go through DBS checks, as they will not be in a situation where that is required; and

ii) the office will be closed over the Christmas period, with it being advertised ahead of time (Action – Clerk).

16. Date of next meeting

The date of the next meeting was set as Wednesday 21 October 2026 at 1.30pm.

The meeting ended at 4.00 p.m.

_____

Chair

_____

Date