

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

KESWICK TOWN COUNCIL

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31 January 2024

A meeting of the Keswick Town Council **Staffing Committee** will be held on Wednesday 7 February 2024 at 10.00 am in the Council Chamber, Keswick Town Hall, 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 5 December 2023 (pages 2-3).

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. **Minutes**
To agree the private minutes of the Staffing Committee meeting held on 5 December 2023 (pages 3-4).
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
Tuesday 5 December 2023 at 10.30 a.m.

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

7. Apologies

No apologies were made at this meeting.

8. Declarations of Interest

The Town Clerk declared an interest in agenda item 5. She would remain in the room for this item.

Councillor Harwood declared an interest in agenda item 5 as he was the father-in-law of a member of staff. He would remain in the room and vote on this item.

9. Minutes

The public minutes of the last meeting held on 13 June 2023 (page 1) were approved as a correct record.

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’

10. Minutes

The private minutes of the last meeting held on 13 June 2023 (pages 1-2) were approved as a correct record.

11. Annual Review of Pay and Conditions of Staff

Consideration was given to the report of the Clerk.

RESOLVED that the recommendations contained in the report be approved.

12. Staffing Matters

Consideration was given to the report of the Clerk.

RESOLVED that the recommendations contained in the report be approved, with one item deferred to the next meeting.

13. Date of next meeting

The date of the next meeting is to be confirmed.

The meeting ended at 11.30 a.m.

Chairman

Date