

**KESWICK TOWN COUNCIL**

Minutes of meeting of the Staffing Committee held in the Council Chamber, Town Hall, Keswick on  
Friday 1 November at 9.30 a.m.

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Present: Councillor Louise Dunn (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 for absence were received at this meeting.

**8. Declarations of Interest**

No declarations of interest were made at this meeting.

**9. Minutes**

The minutes of the last meeting held on 23 May 2024 (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 23 May 2024 (pages 1-2) were approved as a correct record.

**11. Annual Review of Pay and Conditions of Service of Employees**

**RESOLVED** that all recommendations in the report were agreed, with job evaluations to be completed for all staff moving forward.

**12. Clerk’s Report**

Consideration was given to the report of the Clerk.

**RESOLVED** that

- i) The office be closed from Tuesday 24 December 2024 at noon to Thursday 2 January 2025; and
- ii) a training programme be developed for all staff.

**13. Date of next meeting**

The date of the next meeting is to be confirmed.

The meeting ended at 10.36 p.m.

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Chairman

\_\_\_\_\_  
Date