

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

**KESWICK TOWN COUNCIL**

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25 October 2024

A meeting of the Keswick Town Council **Staffing Committee** to be held on Friday 1 November 2024 at 9.30 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 23 May 2024 (page 1).

**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 23 May 2024 (pages 1-2).
- 5. Annual Review of Pay and Conditions of Service of Employees**  
To receive the report of the Clerk.
- 6. Clerk's Report**  
To receive the report of the Clerk.
- 7. 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  
Thursday 23 May 2024 at 3.30 p.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

**1. Election of Chair**

Councillor Dunn was elected as Chair of the Staffing Committee for the 2024/25 municipal year.

**2. Apologies**

No apologies for absence were received at this meeting.

**3. Declarations of Interest**

No declarations of interest were made at this meeting.

**4. Minutes**

The minutes of the last meeting held on 11 April 2024 (page 5) 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'*

**5. Clerk's Report**

Consideration was given to the report of the Clerk.

**RESOLVED** the recommendations within the report be approved.

**6. Date of next meeting**

The date of the next meeting is to be confirmed.

The meeting ended at 4.17 p.m.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date