

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

KESWICK TOWN COUNCIL

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20 August 2025

A meeting of the Keswick Town Council **Staffing Committee** will be held on Wednesday 27 August 2025 at 2.30pm in the Clerk's Office, 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 15 April 2025 February 2025 (page 4).

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. Staffing Matters**
To consider the verbal update of the Clerk
- 5. Date of next meeting**
To agree the date of the next meeting.

KESWICK TOWN COUNCIL

Minutes of the meeting of the Keswick Town Council Staffing Committee held on Tuesday 15 April 2025 at 9.30am in the Council Chamber, Keswick Town Hall, Keswick.

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

20. Apologies

No apologies for absence were received for this meeting.

21. Declarations of Interest

No declarations of interest were made at this meeting.

22. Minutes

RESOLVED that the Chair be authorised to sign the minutes, as a correct record, of the Staffing Committee meeting held on 21 February 2025 (page 3).

23. Policies

RECEIVED the Sexual Harassment Policy

RESOLVED that:

- i) The Sexual Harassment Policy be taken to Town Council for approval, incorporating changes made by Councillors;
- ii) That the Clerk work with Councillors Claire Houghton and Murray to look at a list of policies which are needed for the Town Council (Action – Clerk).

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'

24. Staffing Matters

RECEIVED the report of the Clerk.

RESOLVED that the Clerk proceed with setting up the Worknest system and find out how much work is involved, to report back to a future meeting. (Action – Clerk)

25. Date of next meeting

The date of the next meeting is to be decided.

The meeting closed at 10:30am

Chair

Date