

# Cockermouth Town Council

Dear Councillor,

You are summoned to a meeting of the Staffing Committee of Cockermouth Town Council to be held in the Town Hall, Cockermouth on **Monday 10<sup>th</sup> February 2025 at 11.00 am.**

Please submit apologies in writing with reason to the Clerk.

*Jane Ollerenshaw*

Jane Ollerenshaw  
Town Clerk  
5<sup>th</sup> February 2025

Members of the public are welcome to attend. Please note that the meeting may be audio or video recorded. Please could members of the public who intend to record the meeting inform the Clerk so that other members of the public are not recorded without their permission.

## AGENDA

- 1. Apologies for absence**
- 2. To authorise the Chair to sign as a correct record, the minutes of the last Staffing Committee meeting held on 7<sup>th</sup> October 2024**
- 3. Declarations of Interest** – Members to give notice of any disclosable pecuniary interest, other registrable interest or any other interest and the nature of that interest in relation to any item on the agenda in accordance with the code of conduct.
- 4. Exclusion of Press & Public** To resolve that under the Public Bodies Admissions to Meeting Act 1960, the public be removed due to the following items of business containing personal information relating to staff.
- 5. To receive an update regarding the Clerk's part-time employment at Ennerdale and Kinniside Parish Council.** To discuss and agree any required actions.
- 6. To Review the staff handbook.** To agree to recommend the updated staff handbook to the full Council for approval.
- 7. To Review employment policies.** To agree to recommend the updated staffing policies to the full Council for approval.
- 8. Clerk's update.** To update on any staffing matters.
- 9. Clerk's Appraisal.** To receive a report from the Chair on the Clerk's appraisal.
- 10. Salary Review.** To conduct a review of the Clerks' salary and agree a recommendation to the full Council for approval.
- 11. To confirm the date of the next ordinary meeting of the Staffing Committee.** Suggested 07/04/25 or 12/05/25



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Joint Winners  
Council of Europe Year 2000  
Europe Prize

Previous Awards  
Plaque of Honour, Flag of Honour  
European Diploma