



## Barnton Parish Council

You are hereby summonsed to attend a Meeting of

<p><b>Barnton Parish Council</b>  <b>Staffing Committee Meeting</b>  <b>Monday 1<sup>st</sup> March 2021 6.00pm</b></p>
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REMOTE MEETING;- For joining instructions, contact the Clerk;-[barntonpc@gmail.com](mailto:barntonpc@gmail.com) Tel; 0784 934 4940

### AGENDA \*This meeting will be recorded

	Item
1	<b>To elect a Chairperson\ Vice Chairperson</b>
2	<b>Declarations of Interest</b> – members to declare any interests, pecuniary or otherwise in items on this agenda
3	<b>Public Forum</b> ;- <i>as per Barnton Parish Council Standing Orders, Members of the public are invited to address Barnton Parish Council for a maximum of 5 minutes, after which they may take no further active part in the meeting</i>
4	<b>Approval of Minutes</b>
5	<b>Clerks Report</b> To receive a from the Clerk
6	<b>Staff</b>
6.1	To exclude Press and Public <i>In accordance with the provisions of Schedule 12A of the Local Government Act 1972 and paragraph 10.2 of the Council's Access to Information Procedure Rules, the public and press are excluded during consideration of the following items as defined by the categories specified against them.</i>
6.2	To perform Staff Appraisal for The Clerk/RFO
6.3	To agree staff annual pay increases from April 2021 for FC approval
6.4	To agree staff additional hours for FC approval
6.5	To confirm date for the Clerk to carry out staff appraisals 2021
6.6	To agree audit of staff holidays + outstanding holiday entitlement to carry forward
6.7	To agree format of timesheets for staff
6.8	To agree token of appreciation for long serving member of staff, David Langston
6.9	To enforce the use of PPE for staff
6.10	To agree changes to Contracts as necessary for FC approval
8	<b>Date of next meeting</b>
9	<b>Close of Meeting</b>

Signed: *Toni Critchlow*, Parish Clerk

Dated: 22/02/21