



## Barnton Parish Council

You are hereby summonsed to attend a Meeting of

**Barnton Parish Council**  
**Staffing Committee Meeting**  
**FRIDAY 6<sup>TH</sup> MAY 2022 7.00pm**  
**To be held at Christ Church, Church Road, Barnton**

### AGENDA \*This meeting will be recorded

	Item
1	<b>To accept apologies for absence</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> To approve the minutes of the last meeting on 21 October 2021
<b>PART B - PRIVATE &amp; CONFIDENTIAL</b>	
5	<b>Staff</b>
5.1	To approve the exclusion of 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 be excluded during consideration of the following items as defined by the categories specified against them.</i>
5.2	<b>To review and approve</b> JOB DESCRIPTION/APPLICATION FORM for new office assistant
5.3	<b>To approve</b> provision of new lap top at £600.00 for Clerks use and provide the existing as a duplicate to new member of staff
6	<b>Close of Meeting</b>

Signed: *Toni Critchlow*, Parish Clerk

Dated 03/05/22