Barnton Parish Council

MINUTES FROM THE STAFFING COMMITTEE MEETING

Barnton Parish Council

Held at The Clerks Office, Barnton Cemetery 7th November 2022 at 6.00pm

ATTENDED BY;	Cllr Hooper (Chair) Cllr Phoenix, (vice Chair) Cllr Devine, Cllr Ayhok, Cllr Coombes, Cllr Hughes
Min. Ref;	**Item**
STAFF1/11/22	***Apologies for absence*** **NOTED;-** no apologies received **NOTED;-** *Cllr Hooper advised that the starting time (as stated) for all meetings was a legal requirement and requested members to attend in time for a prompt start.*
STAFF2/11/22	***To note Declarations of Interests from members*** **NOTED;** none received
STAFF3/11/22	***Public Forum*** **- members of the public are invited to speak on matters relating to the agenda** **NOTED; -** no public in attendance
STAFF4/11/22	***Approval of minutes*** **RESOLVED;** Cllr Phoenix proposed BPC accept the minutes of 12th July 2022. Seconded, all agreed.
STAFF5/11/22	**NOTED;-** H & S recommendations from Cllr Hooper re; isolation of the cemetery office/lone working concerns. Request members of the public to make an appointment to ensure a minimum of two staff are available. Intercom suggested at main door to facilitate safe access of visitors to the building.
6 **STAFF6.1/11/22** **STAFF6.2/11/22** **STAFF6.3/11/22**	***PART B – Staff Matters*** **RESOLVED;-** It was proposed, seconded and all agreed To exclude Press and Public from the following items on the agenda *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.* **NOTED;-** Clerks salary and contract of employment was reviewed and agreed. Contract to be amended accordingly. Auto-enrolment of the clerk to CPF was discussed. **NOTED;-** Admin Asst contract of employment was reviewed. Contract to be agreed and amended accordingly.
STAFF7/11/22	***Close*** Cllr Hooper closed the meeting at 18.55pm.

DRAFT

Parish Clerk; Toni Critchlow
Barnton Parish Council
Cemetery Chapel, Barnton Cemetery, Hayes Drive, Barnton, CW8 4JX
Tel; 01606 784270 Email; barntonpc@gmail.com Website; www. Barnton-pc.gov.uk