



## Barnton Parish Council

### MINUTES FROM THE STAFFING COMMITTEE MEETING

#### Barnton Parish Council

Held at the Cemetery Chapel, Barnton Cemetery, Hayes Drive on 21<sup>st</sup> October 2021 at 6.00PM

<b>ATTENDED BY;</b>	Cllr Hooper (Chair) Cllr Phoenix, Cllr Devine, Cllr Hughes
<b>Min. Ref;</b>	<b>Item</b>
<b>STAFF1/10/21</b>	<b>Apologies for absence</b> NOTED;- apologies received from Cllr Gleave
<b>STAFF2/10/21</b>	<b>To note Declarations of Interests from members</b> NOTED; none received
<b>STAFF3/10/21</b>	<b>Public Forum - members of the public are invited to speak on matters relating to the agenda</b> NOTED; - no attendance
<b>STAFF4/10/21</b>	<b>Approval of minutes</b> RESOLVED; Cllr Hooper proposed BPC accept the minutes of March 2021 as a true record. Seconded, all agreed. 1 abstention.
<b>STAFF5/10/21</b>	<b>Staff</b> <i>To exclude Press and Public</i> <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>
<b>STAFF5.1/10/21</b>	NOTED; Annual pay increases were agreed for recommendation to Full Council
<b>STAFF5.2/10/21</b>	NOTED; Clerks Appraisal to be held in March 2022. Date to be advised.
<b>STAFF5.3/10/21</b>	NOTED; Staff Appraisals to be held in August 2022. Date to be advised.
<b>STAFF5.4/10/21</b>	NOTED; Increase in hours for administrative support was agreed for recommendation to full council.
<b>STAFF5.5/10/21</b>	NOTED; Moratorium on new projects until Spring 2022 was agreed. The Clerk was requested to publish a list of priorities for circulation to all members.
<b>STAFF6/10/21</b>	<b>Staff Well-Being</b> RESOLVED; Cllr Hooper proposed 1 hour per week well-being time for staff. Seconded. All agreed.
<b>STAFF7/10/21</b>	<b>Home Working and Expenses</b> RESOLVED; Cllr Hooper proposed office staff to work from home until the new office is ready for occupation. Seconded. All agreed. RESOLVED; Cllr Hughes proposed home working expenses as laid down by Gov.uk for office staff. Seconded. All agreed.
<b>STAFF8/10/21</b>	<b>Date of Next Meeting</b> NOTED;- March 2022 – date to be confirmed.
<b>STAFF9/10/21</b>	<b>Close of Meeting</b> NOTED; Cllr Hooper closed the meeting at 18.33.

Parish Clerk; Toni Critchlow

Barnton Parish Council

Cemetery Chapel, Barnton Cemetery, Hayes Drive, Barnton, CW8 4JX

Tel; 01606 784270 Email; [barntonpc@gmail.com](mailto:barntonpc@gmail.com) Website; [www. Barnton-pc.gov.uk](http://www.Barnton-pc.gov.uk)