



Barnton Parish Council

MINUTES FROM THE STAFFING COMMITTEE MEETING

Barnton Parish Council

Held at The Clerks Office, Barnton Cemetery 19th June 2023 at 5.30pm

ATTENDED BY;	Cllr Hughes, Cllr Devine, Cllr Phoenix, Cllr Ayhok
Min. Ref;	Item
1 STAFF1.1/06/23 STAFF1.2/06/23 STAFF1.3/06/23	ELECTION OF OFFICERS; RESOLVED; - Motion for the change of membership was not approved. APPROVED; Cllr Hughes was proposed and seconded as Chair of this committee. All agreed APPROVED; Cllr Phoenix was proposed and seconded as Vice Chair of this committee. All agreed
2 STAFF2/06/23	APOLOGIES NOTED; Apologies were received from Cllr Hooper, Cllr Coombes
3 STAFF3/06/23	To note Declarations of Interests from members NOTED; none received
4 STAFF4/06/23	Public Forum - members of the public are invited to speak on matters relating to the agenda NOTED; - no public in attendance
5 STAFF5/06/23	Approval of minutes RESOLVED; Cllr Phoenix proposed BPC accept the minutes of 13 th March 2023. Seconded, all agreed. It was noted that a date error had occurred on the original agenda.
6 STAFF6.1/06/23 STAFF6.2/06/23 STAFF6.3/06/23 STAFF6.4/06/23 STAFF6.5/06/23 STAFF6.6/06/23 STAFF6.7/06/23 STAFF6.8/06/23	PART B – Staff Matters RESOLVED; - It was proposed, seconded and all agreed To exclude Press and Public from the following items on the agenda <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> NOTED; The recruitment of a temporary locum had been unsuccessful. APPROVED; - It was proposed, seconded and all agreed to increase The Clerks hours from 35 to 37 from 1 st May until further notice due to staffing issues. APPROVED; - It was proposed, seconded and all agreed to approve the job specification for the post of assistant clerk including an amendment re; a requirement to increase hours as necessary APPROVED; - It was proposed, seconded and all agreed to approve the job description for the post of assistant clerk APPROVED; - It was proposed, seconded and all agreed to approve the draft contract for the post of assistant clerk APPROVED; - It was proposed, seconded and all agreed to approve the ChALC recommended salary scale for the post of assistant clerk. APPROVED; - It was proposed, seconded and all agreed to approve the postponement of the recruitment of a cemetery assistant

STAFF6.9/06/23	NOTED; A reduction in the clerks working hours starting in April 2024 was noted for consideration dependant on the staffing levels in place.
7 STAFF7/06/23	Close Cllr Hughes closed the meeting at 18.17

Signed.....

Date.....

DRAFT