



**Barnton Parish Council
Staffing Committee
Thursday 16th July 2026 3.00pm**

Attendance;

Cllr Phoenix (Chair)
Cllr J Devine (Vice-Chair)
Cllr Gray
Cllr Diane Devine
Cllr Ayhok
Cllr Hooper

1 Apologies

STAFFING 1.1/07/2026

NOTED;

Apologies for absence were received and accepted from Cllr Burgess due to illness

2 Declarations of Interest

STAFFING 2.1/07/26

NOTED;

No declarations of interests received from members

3. Public Forum

STAFFING 3.1/07/26

NOTED;

No Members of the public in attendance

4. Approve and sign Minutes

STAFFING 4.1/07/26

RESOLVED;

It was proposed, seconded and all agreed to approve and sign the minutes of the last meeting of the 15th June 2026 as a true record

5. Staffing Policies

STAFFING 5.1/07/26

RESOLVED; It was proposed, seconded and all agreed to approve the Staff appraisal and performance management policy 2026 – 2029 for recommendation to full council.

STAFFING 5.2/07/26**RESOLVED;**

It was proposed, seconded and all agreed to approve the SLCC calculator for the calculation of annual leave

STAFFING 5.3/07/26**NOTED;**

Pro-rata corrections made to staff annual leave were noted

STAFFING 5.4 /07/26**NOTED;**

An HR report was received from the Clerk

STAFFING 5.5/07/26**NOTED;**

HR service quotes were considered and agreed for recommendation to full council

6. Training**STAFFING 6.1/07/26****DEFERRED;**

ChALC appraisal training was deferred to the next meeting

7. Part B/Closed Session**STAFFING 7.1/07/26****NOTED;**

No press or public in attendance.

STAFFING 7.2/07/26**NOTED;**

A recruitment update was received from the clerk. The date of 29th July 2026 was agreed to review applications.

STAFFING 7.3/07/26**DEFERRED;**

Review of hours, contracts, roles and responsibilities of existing staff was deferred to the next meeting.

STAFFING 7.4/07/26**DEFERRED;**

Contract, terms and conditions for the newly created post of cemetery clerk was deferred to the next meeting.

STAFFING 7.5/07/26**DEFERRED;**

The introduction of daily task recording procedures was deferred to the next meeting.