



Barnton Parish Council

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

You are summonsed to attend a Staffing Committee Meeting of Barnton Parish Council

This meeting will be audio recorded to aid production of the minutes.

Parish Clerk; Toni Critchlow, Clerks Office, Barnton Cemetery, Barnton CW8 4JX Tel; 01606 784270 Email; clerk@barnton-pc.gov.uk
Website; www.barntonvillage.org.uk

Agenda

Staffing Committee Meeting

DATE; THURSDAY 16 JULY 2026 Time;3.00PM

Venue; Clerks Office, Barnton Cemetery, Hayes Drive, CW8 4JX

Agenda Item

1 Apologies

1.1 To receive and accept apologies for absence

2 Declarations of Interest

2.1 To receive any declarations of interests from members **in relation to items on this agenda**

3. Public Forum

3.1 *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*

4. Approve and sign Minutes

4.1 To approve and sign the minutes of the last meeting of the 15th June 2026 as a true record

5. Staffing Policies

5.1 To consider and approve the Staff Appraisal and performance management policy 2026 – 2029 for recommendation to full council.

5.2 To consider and approve an alternative system for the management of annual leave in order to simplify processes for recommendation to full council

5.3 To note pro-rata corrections made to staff annual leave as per SLCC guidance

5.4 To receive an HR report from the Clerk

5.5 To consider the HR service proposal from Peninsular HR at a cost of £157.00 per month for HR support over a 5 year contract

6. Training

6.1 To approve ChALC appraisal training for 3 candidates circa £25.00 per head (Chair of the council/Chair of the staffing committee/Clerk) for recommendation to full council

7. Part B/Closed Session

7.1 To approve that, *in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted*

7.2 To receive a recruitment update from the clerk

7.3 To review hours, contracts, roles and responsibilities of existing staff in preparation for staff appraisals 2026

7.4 To consider & approve contract, terms and conditions for the newly created post of cemetery clerk for recommendation to full council

7.5 To consider and approve the introduction of daily task recording procedures for office staff for recommendation to full council. This is to assist with staff workload, increased use of shared workspace & aligns with SLCC-endorsed principles of professional administration

Signed; T. Critchlow, Parish Clerk

Date; 09/07/26