



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; TUESDAY 18TH AUGUST 2026 - 6.00pm

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 16th July 2026 as a true record

5. Part B/Closed Session

5.1 **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

- 5.1** To receive a staffing update from the Clerk
- 5.2** To agree payment to the parish clerk of 42 additional hours in September 2026 payroll (Accrued March 2026 - May 2026) for recommendation to full council. This is necessary to avoid the necessity for TOIL.
- 5.3** To agree payment of any additional hours necessary to meet the current operational requirements of the clerk. For recommendation to full council
- 5.4 To approve** Job advertisement, job spec & terms and conditions for the newly created post of Administration Support Officer/Cemetery Clerk.
- 5.5** To note draft contract Admin Support Officer
- 5.6** To note draft contract RFO
- 5.7** To note Induction requirements for RFO
- 5.8** To note 3 month review documents for RFO

6. To note the date of the next meeting

7. To note close of meeting

Signed; T. Critchlow, Parish Clerk

Date; 11/08/26