



Barnton Parish Council

ATTENDANCE;

1. Cllr Phoenix (Chair)
2. Cllr Gray
3. Cllr Diane Devine
4. Cllr Burgess
5. Cllr Ayhok

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

MINUTES

Staffing Committee Meeting

DATE; TUESDAY 18TH AUGUST 2026 - 6.00pm

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

1 Apologies

STAFFING1.1/08/26

NOTED;

Apologies for absence were received and accepted from Cllr Hooper (appt) and Cllr J Devine (illness)

2 Declarations of Interest

STAFFING2.1/08/26

NOTED;

No declarations of interests from members were received.

3. Public Forum

STAFFING3.1/08/26

NOTED;

No members of the public in attendance

4. Approve and sign Minutes

STAFFING4.1/08/26

APPROVED;

It was proposed, seconded and all agreed to approve and sign the minutes of the last meeting of the 16th July 2026 as a true record

5. Part B/Closed Session

STAFFING5.1/08/26

NOTED;

No members of the public in attendance

STAFFING5.1/08/26

NOTED;

A staffing update was received from the Clerk

STAFFING5.2/08/26

NOTED;

Payment to the parish clerk of 42 additional hours was agreed for recommendation to full council.

STAFFING5.3/08/26

NOTED;

Payment of additional hours necessary to meet the current operational requirements of the clerk was agreed for recommendation to full council

STAFFING5.4/08/26

RESOLVED;

It was proposed, seconded and all agreed to approve the Job advertisement job specification & terms and conditions for the post of Administration Support Officer/Cemetery Clerk.

STAFFING5.5/08/26

NOTED;

Draft contract - Admin Support Officer was deferred to the next meeting

STAFFING5.6/08/26

NOTED;

Draft contract - RFO was deferred to the next meeting

STAFFING5.7/08/26

NOTED;

Induction requirements for RFO were noted

STAFFING5.8/08/26

NOTED;

3 month review documents for RFO were noted.

STAFFING6/08/26

NOTED;

Date of next meeting to be advised

STAFFING7/08/26

NOTED;

Meeting closed at 18.50