Barnton Parish Council

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

You are summoned 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; Monday 16th November Time; 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 18th August 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*

5.2 To note references received in respect of Admin Assistant/cemetery clerk

5.3 To approve the appointment of the Admin Assistant/cemetery clerk for recommendation to full council (start date 4th January 2027)

5.4 To approve contract, terms and conditions for post of Admin Assistant/cemetery clerk for recommendation to full council
5.5 To consider the RFO Three-Month Fixed-Term Review
5.6 To approve an extension to the RFO contract to November 2027 at a cost of £6240.00 for recommendation to full council.
5.7 To approve the revised Staff Handbook 2027 for recommendation to full council
5.8 To note the Admin Assistant/cemetery clerk induction and training programme

Signed; T. Critchlow, Parish Clerk **Date; 11.11.26**