Barnton Parish Council

Attendance;
Cllr Phoenix (Chair)
Cllr Gray
Cllr Diane Devine
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; Monday 16th November Time; 6.00PM
Venue; Clerks Office, Barnton Cemetery, Hayes Drive, CW8 4JX

Agenda Item
1 Apologies
STAFFING1.1/11/26
NOTED;
Apologies for absence were received and accepted from Cllr J Devine (Health) & Cllr Dilys Hooper (A/L)

2 Declarations of Interest
STAFFING2.1/11/26
NOTED;
No declarations of interests from members were received.

3. Public Forum
STAFFING3.1/11/26
NOTED;
No members of the public were present.

4. Approve and sign Minutes
STAFFING4.1/11/26
RESOLVED;
The minutes of the last meeting of the 18th August 2026 were approved

5. Part B/Closed Session
STAFFING5.1/11/26
NOTED;
No members of the public were present

STAFFING5.2/11/26
NOTED;
Two references received in respect of Admin Assistant/cemetery clerk role were noted.
STAFFING5.3/11/26
RESOLVED;
The appointment of the Admin Assistant/cemetery clerk was approved.
STAFFING5.4/11/26
RESOLVED;
The contract, terms and conditions for post of Admin Assistant/cemetery clerk was approved.
STAFFING5.5/11/26
NOTED;
The RFO Three-Month Fixed-Term Review was noted
STAFFING5.6/11/26
RESOLVED;
Extension of the RFO contract to November 2027 at a cost of £6240.00 was approved.
STAFFING5.7/11/26
RESOLVED;
The draft Staff Handbook 2027 was approved subject to HR scrutiny
STAFFING5.8/11/26
NOTED;
The Admin Assistant/cemetery clerk induction and training programme was noted.

The meeting was closed at 18.40