

NORTHWAY PARISH COUNCIL

Minutes of a meeting of the Staffing Committee held on Wednesday 18th September 2024 in the Ray Shill Room, Northway Community Hub, commencing at approx. 9.20p.m. directly following a meeting of the General Purposes Committee.

Present: Cllr J Roberts (Committee Chairman) Cllr S Terry (Committee Vice-Chair)
Cllr M Barnes

In Attendance: Mrs C Woodward, Clerk of the Council
Mrs L Stewart, Clerk's Assistant

S/10/24 **Apologies for Absence**

No apologies for absence were received.

S/11/24 **Declarations of Interest**

No declarations of interest, as required by the Code of Conduct adopted by the Parish Council on 12th April 2023, including paragraph 12(2), were made.

S/12/24 **Minutes of the Previous Meetings**

The previous meeting had been cancelled as it was inquorate.

S/13/24 **Matters Arising from the Previous Minutes**

There were no matters arising.

S/14/24 **Employment Roles**

Now that management of Northway Village Hall had been returned to the Parish Council, as it was agreed not to renew the lease, consideration needed to be given to the caretaking of the facility. It had been agreed under Min Ref C/186/24 (Exclusion) that the Hub Caretaker should be asked to undertake the caretaking (she had expressed a willingness).

Cllr Roberts PROPOSED that in view of the special / confidential nature of the business that was to be transacted i.e. relating to staff personnel, it was advisable in the public interest that the public and press were temporarily excluded and were instructed to withdraw.

FOR: UNANIMOUS

Under exclusion Cllr Roberts PROPOSED that an amendment should be made to the Caretakers contract to include work at Northway Village Hall under the same terms (hours to be confirmed).

FOR: UNANIMOUS

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S/14/24 **Employment Roles** (continued)

It was further noted that the Gatekeeper had completed three months' probation so Cllr Terry PROPOSED the agreed increase to wages should be initiated. Cllr Barnes SECONDED.

FOR: UNANIMOUS

S/15/24 **Correspondence received after 12th September 2024**

There was no further correspondence.

The meeting concluded at 9.30 p.m.