

NORTHWAY PARISH COUNCIL

Minutes of a meeting of the Staffing Committee held on Wednesday, 23rd October 2019 in the Ray Shill Room, Northway Community Hub, commencing at 7.00 p.m.

Present: Cllr J Roberts (Chairman) Cllr Mrs S Terry (Vice-Chairman)
Cllr S Ward

In Attendance: Mrs C Woodward, Clerk of the Council

S/30/19 **Apologies for Absence**

Cllr Bailey had tendered her apologies. No further apologies were received.

S/31/19 **Declarations of Interest**

No declarations of interest, as required by the Code of Conduct adopted by the Parish Council on 11th July 2012 (Min Ref C/159/12), including paragraph 12(2), were made.

S/32/19 **Minutes of the Previous Meeting**

Cllr Terry PROPOSED that the Minutes from the meeting that took place on Wednesday, 24th July 2019 should be approved as a true and accurate record. Cllr Ward SECONDED.

FOR: UNANIMOUS

S/33/19 **Matters Arising from the Previous Minutes**

S/25/19 Equal Opportunities Policy – A copy of this had been given to the Caretaker and Council Members.

S/26/29 Manual Handling Training – All Members of Staff were given this small training Manual and had completed it.

S/27/19 Cleaning Equipment – An eye wash station had been purchased and was stored in the Caretakers Storeroom.

S/34/19 **Exclusion of the Public and Press under Standing Order No. 1r, Viz:-**

Cllr Roberts PROPOSED that in view of the special / confidential nature of the business about 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 they were instructed to withdraw.

FOR: UNANIMOUS

S/35/19 **Exclusion Items**

COUNCILLORS ONLY

NORTHWAY PARISH COUNCIL

S/38/19 **Training**

The Clerk updated Members regarding the 'Being a Better Councillor' course hosted by the Parish Council on 21st November 2019. The Clerk informed Members that Cllrs Phennah, Porter and Barnes had put themselves on the list. Cllr Mackenzie may have work commitments on that day and Cllr Sollis had not confirmed either way. There were three Councillors coming from other areas. Gloucestershire Association of Parish and Town Councillors (GAPTC) recommend no more than 20 so there was plenty of space still available. This had been advertised by the Clerk as well as GAPTC.

It was noted that Members should be reminded that in the Council's Standing Orders Number 5a "All Councillors shall, as soon as possible, undertake training 'How to be a Better Councillor' or its equivalent". Attending a Course at the Hub was much easier than having to go to other parts of the district so, if at all possible, they should be encouraged to attend this one. Also, there would be additional costs for the Council by a Councillor having to go elsewhere.

S/39/19 **Correspondence received after 17th October 2019**

It was AGREED that the next Staffing Committee Meeting should be held on 4th December 2019 before or after the IT Working Party.

As there was no further business the meeting concluded at 8.15 pm