

NORTHWAY PARISH COUNCIL

Minutes of a meeting of the Staffing Committee held on Wednesday 3rd June 2026 in the Ray Shill Room, Northway Community Hub, at 7.30 p.m.

Present: Cllr J Roberts (Committee Chairman) Cllr S Terry (Committee Vice-Chair)
Cllr M Barnes (From Min Ref S/10/26) Cllr J Llewellyn

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

S/01/26 Election of Committee Chair for the Municipal Year

Cllr Terry PROPOSED Cllr Roberts as Chair of the Staffing Committee for the forthcoming Municipal Year. Cllr Roberts accepted the nomination. No further nominations were forthcoming. Cllr Llewellyn SECONDED.

FOR: UNANIMOUS

S/02/26 Apologies for Absence

Cllr Barnes had tendered his apologies. No further apologies had been received.

S/03/26 Election of Committee Vice-Chair for the Municipal Year

Cllr Roberts PROPOSED Cllr Terry as Vice-Chair of the Staffing Committee for the forthcoming Municipal Year. Cllr Terry accepted the nomination. No further nominations were forthcoming. Cllr Ward SECONDED.

FOR: UNANIMOUS

S/04/26 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/05/25 Minutes of the Previous Meeting

The Minutes for the meeting that took place on 12th November 2025 could not be approved as there was not a quorum.

S/06/26 Matters Arising from Previous Minutes

S/24/25 Training – Councillors and staff had undertaken Cyber Security Training as well as GDPR. Cllrs Fancourt and Barnes and the Clerk and Clerk's Assistant had attended a Devolution Training Session at Toddington Village Hall.

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S/06/26 **Matters Arising from Previous Minutes** (Continued)

S/25/26 Increment changes – All agreed increment and pay increase had been implemented in April 2026.

S/07/26 **Exclusion of the Public & Press under Public Bodies (Admissions to Meetings Act) 1960 s1 ss2**
Viz:-

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

S/08/26 **Exclusion Items**

Staff roles and workload were reviewed and two new Lone Working policies adopted. A quotation for the installation of electric gates was received for the car park but due to cost this would not be progressed.

S/11/26 **Training**

This was covered under Matters Arising Min Ref S/06/26.

S/12/26 **Correspondence received after 28th May 2026**

There was no further correspondence.

The meeting concluded at 8.15p.m.