



## Stainland and District Parish Council 15th Staffing Committee Meeting Draft MINUTES

16<sup>th</sup> September 2021

Councillors Present Councillor Weeks (Chaired the Meeting). In attendance were Councillor Fieldhouse & Councillor Lassey.

In attendance Parish Clerk.

Laura White-Scott The Clerk

	Item
21S15.1	Apologies and Reasons for Absence and Lateness
21S15.2	<b>Resolved</b> there were no Parish Councillors' declarations of interest.
21S15.3	<b>Resolved</b> that there was no Public Participation Session due to no members of the public in attendance.
21S15.4	<b>Resolved</b> that all present accepted the minutes of the 14th Staffing Committee meeting of Stainland and District Parish Council held on 19 <sup>th</sup> August 2021 at 7pm TW signed & dated the minutes.
21S15.5	<b>Matters discussed by council only.</b>
21S15.6	<b>Noted</b> that the Environmental committee has interviewed 3 candidates and made the decision that one candidate would be suitable for the role.  <b>Resolved</b> that candidate to be contacted by Clerk and offered contract.  TW to request Reference, passport, bank details, dbs check to be done.  Equipment is ready to be handed over for use, Induction programme is to be completed before any work is commenced.  LW to find training courses to do for him.  We have agreed to outline the responsibility of the chair of staffing and clerk line management of the warden.
21S15.7	<b>Resolved</b> that TW to pull together councillor training programme. Clerk has provided current induction pack for review.
21S15.8	<b>Resolved</b> that TOR are to be accepted following training course last week.
21S15.9	<b>Resolved</b> that Cllr Weeks has proposed new wording for staffing committee page, Cllr Lassey will amend and send via email tomorrow.  Resolved that Staffing Committee page needs to be timeless and only changed once a year.

21S15.10	<b>Resolved</b> that agenda items will be discussed with the chair before the next staffing meeting. Add Councillors Training courses.
21S15.11	<b>Resolved</b> that date of next meeting will be 19 <sup>th</sup> October 2021 at 7pm.

**Meeting Finished 20.38 Hours**

DRAFT