



## Stainland and District Parish Council 16th Staffing Committee Meeting Draft MINUTES

03.02.22

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

In attendance **Parish Clerk.**

**Meeting started at 20.30**

	<b>Item</b>
22S16.1	<b>Resolved</b> there were no apologies and reasons for absence and lateness
22S16.2	<b>Resolved</b> there were no Parish Councillors' declarations of interest.
22S16.3	<b>Resolved</b> that there was no Public Participation Session due to no members of the public in attendance.
22S16.4	<b>Resolved</b> that all present accepted the minutes of the 15th Staffing Committee meeting of Stainland and District Parish Council held on 16/9/21 at 7pm TW signed & dated the minutes.
22S16.5	<b>Matters discussed by council only.</b>
22S16.6	<b>Noted</b> that the Environmental warden is due his 6 month review in March. It was resolved that the possibility of increasing hours should be discussed at Full council. Parish Clerk to check dates of training course booked in March for the warden.
22S16.7	<b>Resolved</b> that TW has completed the Clerk's review and objectives have been agreed. These will be reviewed throughout the year.
22S16.8	<b>TW Presented a training document which was reviewed. Resolved</b> that TW will provide the updated training document with amendments.
22S16.9	<b>Resolved</b> that agenda items will be discussed with the chair before the next staffing meeting. <b>Resolved</b> that implementation of the training programme will be added to the agenda.
21S15.10	<b>Resolved</b> that date of next meeting will be scheduled for the first week of May 2022.

**Meeting Finished 21.47 Hours**