

South Willesborough and Newtown Community Council
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Staffing Committee (Virtual Meeting) Friday 23rd April 2021

Minutes (S5)

Present

Councillors- Sue Mullan (SM) David Mullan (DM) Nick Cane (NC) Eric Parkinson (EP)

Clerk Sarah Evans(SE)

1/21 Record attendance, apologies for absence and approval

All present

2/21 Declarations of pecuniary, other significant or voluntary interest

None

3/21 To agree the Minutes of the last Staffing committee meeting and sign

Resolved: Proposed NC Seconded EP and agreed unanimously the Minutes (S3) were agreed as a true record of the meeting and signed.

4/21 To receive a report of the Clerks with recommendations on job titles and descriptions

SE confirmed the details of a previously circulated report regarding the arrangements for Job Share of the Role of Clerk, RFO and Allotments Officer.

Resolved:- NC Proposed DM Seconded and unanimously agreed that RW would be RFO and SE Assist SE would be Allotments Officer and RW assist the Clerk role would be split as currently in practice.

5/21 To agree under Section 12a of the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the public from the following part of the meeting.

Resolved:

Agreed unanimously to exclude members of the Public for the remainder of the meeting

6/21 To conduct an assessment of the job share Clerk’s probationary period

Resolved: The Committee and Clerk agreed a future action plan

There being no other business, the meeting closed at 11.36 am

Signature

Date

Chair