

# CAWTHORNE PARISH COUNCIL

## MINUTES OF THE MEETING OF THE STAFFING COMMITTEE OF CAWTHORNE PARISH COUNCIL HELD IN THE MOXON ROOM, CAWTHORNE VILLAGE HALL, ON MONDAY 21<sup>ST</sup> OCTOBER 2024

### **Present**

Councillors: Cllr J Walker, Cllr S Eyre, Cllr J Wilson

Clerk: Mrs A A Winstanley

### **Minute No32 TO APPOINT A CHAIRMAN FOR THE COMMITTEE FOR THE YEAR 2024/2025**

Resolved that the chairman for 24.25 will be Cllr John Walker

### **Minute No33 REASON FOR ABSENCE**

Resolved that a reason for absence be accepted from (1) Cllr Shaw and (2) Cllr Barron

### **Minute No 34 DECLARATION OF INTERESTS**

None

### **Minute No 35 MINUTES OF LAST MEETING**

Resolved that the minutes of the meeting held on 1<sup>st</sup> March 2024 be accepted. They were signed by the chair

### **Minute No 36 TO REVIEW TERMS OF REFERENCE OF THE STAFFING COMMITTEE**

The Terms of Reference were reviewed and nothing added or deleted

### **Minute No 37 EXCLUDE PUBLIC AND PRESS**

Resolved to exclude the public and the press for the following items in pursuant of the Public Bodies (Admission to Meetings) Act 1960 as they are sensitive to the informal probationary review of the new clerk.

### **Minute No 38 TO INFORMALLY REVIEW THE ROLE AND PERFORMANCE OF THE CLERK IN PREPARATION FOR THE FORMAL PROBATIONARY PERIOD REVIEW**

Resolved and issues from the clerk and the councillors were talked through

The clerk expressed that she was enjoying the role of Clerk to the Parish Council very much and that although there had been some handover of the role it did not cover everything so basically she was picking things up as they cropped up. The Clerk explained that she had many places of support to help her with the role such as YLCA, other Parish Councils and the former Clerk Maxine is always on hand to help when contacted. The Clerk expressed that she would like to do some certificates and eventually become a qualified Parish Clerk and the councillors acknowledged this and suggested it be put on the agenda for the next full council meeting.

The councillors expressed that they thought the clerk was doing well and praised her ambition and interest in the village. The minutes and agendas were discussed and the councillors asked if they could have a schedule of how the minutes and agendas could be sent out in order to meet the legal requirements. The councillors offered their support to the clerk saying that if the clerk had any questions or concerns not to be afraid to get in touch.

### **Minute No 39 TO AGREE A DATE FOR THE FORMAL PROBATIONARY PERIOD REVIEW OF THE CLERK**

Resolved that the date would be 6<sup>th</sup> January 2025 at 1pm

### **Minute No 40 DATE OF NEXT MEETING**

Resolved – Monday 20<sup>th</sup> October 2025 2pm.

There being no further business the Chairman thanked all for attending and closed the meeting.