



Cantley with Branton Parish Council

Minutes of the Meeting of the Staffing Committee held on Tuesday 30th September 2025 at Kilham Hall commencing at 6pm.

PRESENT: Councillors: N. Williams, J. Sprack and Y. Butterworth

IN ATTENDANCE: B Walton (Clerk)

Members voted unanimously for Councillor Neville Williams to be Chairman.

1) **APOLOGIES FOR ABSENCE**

1.1 Apologies

Councillor Adams

1.2 Reasons for absence considered

RESOLVED (1)

1.2 To accept Councillors Adams apologies for absence.

2) **DECLARATIONS OF INTEREST**

2.1 Declarations of Interest

None.

2.2 Request Dispensation from Proper Officer

None.

2.3 Items to which the public and press are excluded

Item 5.1 on the Agenda is to be excluded under the Public (admissions to meeting) Act 1960.

RESOLVED (2)

3) **APPROVAL OF MINUTES**

RESOLVED (3)

3.1 Minutes of the Meeting held and adjourned on the 16th September 2025 were agreed as a true record.

4) **TERMS OF REFERENCE**

4.1 Staffing Committee Terms of Reference

RESOLVED (4)

4.1 Members familiarised themselves with the Terms of Reference and noted them.

5) **HSE MANAGEMENT STANDARDS INDICATOR TOOL**

Members discussed the completed HSE Management Standards Indicator Tool –

5.1 The Clerk

Number 7 was completed incorrectly and should have been Often not Never. Members queried the Clerk's workload and how it affected her mental health.

5.2 The Handyman/Gardener

Members raised their disappointment at numerous answers throughout the questionnaire. The Clerk informed Members that she had met with the Handyman/Gardener regarding his answers and fed these back to the Members.

RESOLVED (5)

5.1 The Clerk's completed questionnaire was noted.

5.2 The Handyman/Gardener's questionnaire was noted and the following action agreed:

5.2.1 Members noted the answers to the questionnaire.

5.2.2 The Clerk will ask the Handyman to complete the same questionnaire prior to his appraisal to see if there are any changes to the responses and it can then be monitored.

Signed:.....Dated:.....:

5.2.3 The Clerk will reiterate to the Handyman/Gardener the process to go through if he has any concerns to raise regarding any aspects of his work and/or relationships with the Clerk, the Parish Council and/or Members of the public.

5.2.4 The Clerk will draft a letter to the Handyman/Gardener from the Staffing Committee summarising their observations and thanking the Handyman/Gardener for his work.

The meeting closed at 6.50pm

Signed:.....Dated:.....: