Haltwhistle Town Council Staffing Committee Meeting  
29th October 2018  
DRAFT MINUTES

| Present | Cllr G Ridley (Chair)  
Cllr J Hunter  
Cllr J Kendrew  
Cllr A Sharp  
Clerk – Susan Saunders  
Meeting began 5pm |
|---------|--------------------------------------------------|

249/18 **Apologies**  
Cllr M Forrest

250/18 **Declarations of Interest**  
The Chair reminded members of their duty to declare an interest at each agenda item, and he informed everyone that the initials of Councillors declaring an interest will be listed in a column on the Minutes.

251/18 **Appoint new representative from Haltwhistle Town Council**  
It was agreed that in the event of Haltwhistle becoming the host council, the staffing committee will need to be re-constituted in order that they will be able to appoint a member of the Burial Committee who is not a Haltwhistle member.  
**PROPOSED** Cllr J Kendrew  
**SECONDED** Cllr G Ridley  
**AGREED**

252/18 **Equal Opportunities Policy:**  
It was agreed to accept the policy subject to one amendment.  
**PROPOSED** Cllr J Kendrew  
**SECONDED** Cllr Ridley  
**AGREED**

253/18 **Minutes of the meeting held:**  
11th October 2017  
The minutes were approved.  
**PROPOSED** Cllr G Ridley  
**SECONDED** Cllr J Kendrew  
**AGREED**

254/18 **Resolution to Exclude Press and Public**  
To consider a resolution to exclude the public and accredited representatives of newspapers from the following item relevant to a subject which affects the Council’s area.  
**Resolution**  
“That in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.”  
This resolution is moved under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.  
**PROPOSED** Cllr G Ridley  
**SECONDED** Cllr J Kendrew  
**AGREED**

255/18 **Clerk’s Appraisal**  
255/18.01 **Appraisal report**  
The report was noted.  
255/18.02 **Support and Supervision Policy**  
Six monthly meetings had been recommended in the past but are now no longer necessary. An annual meeting will be enough unless any matters arise which would need an extra meeting.  
The committee recognise that if Haltwhistle becomes the host council there will be a great deal of preparation to undertake. The committee recommends that Stephen Rickitt is invited to meet with both the clerk of Haltwhistle Council and the Burial Committee to formulate and organise a way forward in preparation for the changeover.  
**PROPOSED** Cllr J Kendrew  
**SECONDED** Cllr Ridley  
**AGREED**

255/18.03 **Recommendations arising from above**  
The clerk left the room.  
It was agreed to discuss scale and rates at the full council meeting and for the clerk to prepare a spreadsheet of costs for consideration.  
**PROPOSED** Cllr J Kendrew  
**SECONDED** Cllr Ridley  
**AGREED**

256/18 **Dates and times of next meeting**  
A meeting will be arranged when necessary.  
No further business the meeting closed at 5.45pm