Minutes of the Staffing Committee Meeting held on

**Tuesday 6th December 2022 at 2.30pm,**

**at the Cranmer Room St John’s Church Hall**

# Present:

#  Cllrs G. Dixon, P Sharkey, S Hewitson, G. Jennison

**Apologies:** Cllrs, D. Reed

# ST2223/46 Chair’s opening remarks

The Chair reminded the committee that the details of the meeting were confidential

# ST2223/47 Approve reasons for absence

Resolved to accept reason for absence

# ST2223/48 Disclosures of interest

None

# ST2223/49 Minutes of the previous meeting

Resolved to approve the minutes of the meeting of the Staffing Committee held on Monday 2nd November 2022.

# ST2223/50 Exclusion of Press and Public

 Resolved to exclude Press and Public under the provisions of the Public Bodies (Admissions to Meetings) Act 1960 S1(2), members of the public and the press will be excluded during consideration of business of a confidential nature.

# ST2223/51 Review of all Staff Contracts

Resolved ask that the clerk should write to all staff advising them that contracts should be signed and returned by the end of December. Confidential discussion REDACTED.

# ST2223/52 Staff and councillor car parking, and any other issues relating to use of new BTC office

The issues raised by staff were noted and following a debate the committee Resolved to adopt a new carparking policy.

**BTC Car Parking Policy for Staff and Councillors**

BTC does not own property for offices or car parks.

BTC supports all efforts to reduce carbon emissions as per existing BTC environmental policies. Accordingly, whenever possible staff and councillors are urged to use walking, cycling or public transport on BTC business, using cars only when no other option is available.

BTC has never provided car parking for staff or councillors, who are encouraged to use car parks within Baildon as needed, choosing free or paid services as a matter of personal choice. Staff who choose to move their cars during their time at work should do this in their own time.

Where staff or councillors need to park and pay in the nearest car park for purposes of loading or unloading, car parking charges will be reimbursed from petty cash on production of a receipt signed by the clerk.

The only exception to the above is where a case is made for paid car parking on medical or health grounds. This will require a written report to the clerk, stating start and end date, and health reason for this facility, with supporting medical evidence. The clerk may approve such a request after consultation with the chair.

# *ST2223/53* Environmental Warden

#  Clerk to provide an update. Confidential discussion. REDACTED

# ST2223/54 Town Clerk

#  The Clerk left the meeting at this point.

 Various confidential contractual matters discussed. REDACTED

**ST2223/55 Promotional Opportunities**

None

**ST2223/56 To Notify the Clerk of any item for future agendas**

None

**ST2223/57 Next meeting date**

The next scheduled meeting of the Staffing Sub-Committee is to be confirmed.

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