

# Cowling Parish Council

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**MINUTES OF THE MEETING COWLING PARISH COUNCIL STAFFING COMMITTEE HELD  
Thursday 27 January 2022 at 6:00pm at St Andrews Church, Cross St, Cowling, BD22 0AY**

*L.A. Whitehead*

**Linda Whitehead, Clerk and RFO Proper Officer**

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**Present:** Councillor G. Taylor, Councillor P. Weatherhead, Councillor A. Lynch

In Attendance: L. Whitehead (Clerk)

**SC 1/21 Apologies:**

- To note any apologies received**  
Apologies were received from Councillor M. Dalby.
- To approve any reasons for absence submitted for consideration.**  
RESOLVED: Reasons for Cllr Dalby's absence accepted

**SC 2/21 Declaration of Interests:**

- To record any Councillors disclosable pecuniary interests (DPI) or other interests in relation to items on this agenda.**  
None declared.
- To consider any Councillor requests for DOI dispensation in connection with items on the agenda.**  
The Clerk was asked to leave the room at point SC 8/21 'Consider probation period of clerk'

**SC 3/21 Minutes**

- To approve minutes of the Staffing meeting of Cowling Parish Council meeting held 25 October 2021.**

**RESOLVED:** That the minutes of the Cowling Parish Council Staffing Committee held Monday 25<sup>th</sup> October 2021 to be approved as a true and accurate record of that meeting.

**SC 5/21 Evaluate position description of Lengthsman**

**RESOLVED:** The job description for the Lengthsman was reviewed and re-written to more accurately describe the tasks. Contractual hours to remain the same. Updated job description to be discussed with the Lengthsman by the Clerk.

**SC 6/21 Update on pension considerations**

**RESOLVED:** The pension structure was discussed, the Staffing Committee will present a proposal for the Cowling Parish Council to vote on.

**SC 7/21 Consider payment of extra hours for clerk**

**RESOLVED:** It was agreed that 10.75 extra hours will be paid to the clerk for Nov/Dec 2021.

Signed: ..........G. Taylor (Chairman)

Date: ...24 Mar 2022

**SC 8/21 Consider probation period of clerk**

It was agreed the Clerk has settled into her role very well and is providing a very good level of support to the Parish Councillors

**RESOLVED:** The Clerk has successfully completed probation period.

**SC 9/21 Consider objectives for clerk pending outcome of probation decision**

**RESOLVED:** The committee and the clerk reviewed the list of objectives presented and agreed the tasks.

**PC 15/21 Next meeting:**

That the next meeting of Cowling Parish Council Staffing meeting be as required.

Meeting closed at 7:32pm

Signed:  .....G.Taylor (Chairman)

Date:....24 Mar 2022