



**HORNDEAN PARISH COUNCIL  
STAFF COMMITTEE**

**MINUTES OF THE MEETING OF THE STAFF COMMITTEE HELD AT JUBILEE  
HALL ON MONDAY 15<sup>th</sup> September 2014 AT 7.00pm**

**PRESENT:** Councillor Schillemore (in the chair), Forbes, Mach, Mowatt,  
Tickell and Mrs Evans

**IN ATTENDANCE:** Mr Jack Caine – Democratic Service Assistant  
Mrs Carla Cotton – Executive Officer

**PUBLIC ATTENDANCE:** Cllr Weeks

Sc 012 **ELECTION OF CHAIRMAN OF STAFF COMMITTEE**

Cllr Mrs Evans nominated Cllr Shillemore and was seconded by Cllr Forbes and duly  
**RESOLVED** that Cllr Shillemore be Chairman of the Staff Committee

Sc 013 **ELECTION OF VICE CHAIRMAN OF STAFF COMMITTEE**

Cllr Shillemore proposed that the election of Vice Chairman be deferred until there is a full  
committee. Item carried to the next meeting.

Sc 014 **APOLOGIES FOR ABSENCE**

There were none.

Sc 015 **DECLARATIONS OF INTEREST**

There were none.

Sc 016 **PREVIOUS MINUTES**

**RESOLVED** that the minutes of the previous meeting be approved as a correct record.

Sc 017 **STAFF TRAINING NEEDS IN PREPARATION OF THE BUDGET 2015/2016**

The committee considered the report by the executive officer which set out the staff  
training needs of the Countryside team and Office team of the Parish Council. Councillors  
queried the length first aid training qualifications would be valid and the executive officer  
advised this would be investigated, additionally Cllr Forbes queried if the New Ranger would  
be qualified in any training courses and the executive officer advised this would be  
investigated also.

It was established that the report was a working document that will be amended for future  
meetings and further changes. The clerk would amend when more information was  
available.

Sc 018      **WORKING PARTY TO REVIEW STAFF POLICIES**

The chair asked for nominations for a working party to review a number of staff policies for the Parish Council. Cllr Mach, Mowatt and Forbes were nominated and agreed as the members of the working party and the Chairman asked the executive officer to forward the list of staff policies to the members for review.

Meeting closed at 19.49

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Chairman

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Date