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**N.B. All Minutes are deemed as draft until formally approved and signed**

**MINUTES of the STAFFING COMMITTEE OF WHITWICK PARISH COUNCIL held on Monday 7<sup>TH</sup> August 2023 at 5.30 pm in Park Hall, Whitwick Park, off North Street, Whitwick**

Present: Councillor R Woodward (Chairman)  
Cllrs P Moulton, M Wyatt, S Colledge (reserve member able to attend)

In Attendance  
Tracey McLean, Acting Parish Manager

No members of the public

		<b>ACTION</b>
<b>3316</b>	<b>ELECTION OF COMMITTEE CHAIRMAN</b>	
	<b>RESOLVED:</b> to elect Cllr R Woodward as Chairman of the Committee for the remainder of the Civic year.	
<b>3317</b>	<b>APOLOGIES FOR ABSENCE</b>	
	None.	
<b>3318</b>	<b>DECLARATIONS OF INTEREST</b>	
	<p>Cllr Woodward declared a registerable interest as a Director of Holly Hayes Woods and as a member of Whitwick Historical Group and as a member of Whitwick Quarry Liaison group.</p> <p>Cllr Wyatt declared a registerable interest in all matters relating to planning and North West Leicestershire District Council.</p> <p>Cllr Moulton declared a registerable interest in all matters relating to North West Leicestershire District Council, a registerable interest in Whitwick Historical Group as a Link Councillor and a member, a registerable interest in Whitwick Bowls Club as Link Councillor and as a member, a registerable interest as a member of Whitwick Action Group, a registerable interest as Link Councillor for Thornborough Road Allotments Society and a registerable interest as Link Councillor or Walker Flats Allotments Society.</p>	

	Cllr Colledge declared a registerable interest in all matters connected to Whitwick Historical Group as a member, a registerable interest in Whitwick Royal British Legion as a member, a registerable interest in Whitwick Action Group as a member on any matters relating to planning, a pecuniary interest in (certain items) and registerable interest as a member of Woodstock in Whitwick committee, a potential pecuniary interest as an immediate neighbour of the old Hermitage Leisure Centre site and a registerable interest as a point of contact for Meadow Barn View.	
<b>3319</b>	<b>PUBLIC QUESTIONS AND ANSWER SESSION</b>	
	None.	
<b>3320</b>	<b>MINUTES</b>	
	<b>RESOLVED:</b> that the minutes of the meeting held on 10 <sup>th</sup> November 2022 be approved as a correct record.	
<b>3321</b>	<b>TERMS OF REFERENCE</b>	
	The Acting Parish Manager read the Terms of Reference aloud for the benefit of members. <b>RESOLVED:</b> that Terms of Reference be amended as follows: <ul style="list-style-type: none"> <li>• Election of Chair of Staffing Committee to be made at the first meeting of the Committee each year.</li> <li>• Protected characteristics to be updated and to include: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation</li> </ul>	
<b>3322</b>	<b>EXCLUSION OF PRESS AND PUBLIC</b>	
	<b>RESOLVED: That having regard to the confidential nature of the business to be transacted and the need to consider advice, publicity in respect of which would be prejudicial to the public interest, the press and public be now excluded from the meeting in pursuance of Section 1 of the Public Bodies (Admission to Meetings) Act 1960, as amended.</b>	
	No public present	
<b>3323</b>	<b>STAFF MATTERS</b>	

	<b>RESOLVED: that a recommendation</b> be put to the parish council that an outside body be consulted to look at the present office working hours and to provide recommendations.	
	<b>RESOLVED: that a recommendation</b> be put to the parish council that North West Leicestershire District Council (NWLDC) be contacted to request their assistance with the recruitment process for a Parish Manager. Cllr Woodward to be the Parish Council point of contact for NWLDC. Each stage of the recruitment process to be taken to Council meeting for approval by all members.	
	Cllr Wyatt left the meeting at 6.20 pm.  The meeting remained quorate as Cllr Colledge had attended as a reserve member.	
	<b>RESOLVED: that a recommendation</b> be put to the parish council that the Acting Parish Manager attend Budgeting for Clerks and Finance Staff on Thursday 14 <sup>th</sup> September 2023 through the Parkinson Partnership via LRALC.	

Cllr Wyatt left at 6.20 pm

**FULL SIGNATURE OF CHAIRMAN: .....DATE: .....**

The meeting terminated at 6.25 pm

*Date of next meetings:*

**Property Management & General Purposes Committee:**

Thursday 7<sup>th</sup> September 2023 at 7.00 pm

**Council Meeting:**

Thursday 21<sup>st</sup> September 2023 at 7.00 pm