

NEWLAND PARISH COUNCIL

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MINUTES OF THE PARISH COUNCIL STAFFING COMMITTEE MEETING HELD IN REDBROOK VILLAGE HALL ON 14th APRIL 2026 AT 16:00

[These minutes remain in draft form until approved at a subsequent meeting of the Council]

Abbreviations used

CAP Coleford Area Partnership. **CRG** Clearwell Recreation Ground Management Committee. **CMH** Clearwell Memorial Hall
CWVC Consortium of Wye Valley Councils. **FOIA** Freedom of Information Act. **FODDC** Forest of Dean District Council. **GAPTC**
Gloucestershire Association of Parish & Town Councils **GCC (RoW)** Gloucestershire County Council (Rights of Way). **GH**
Gloucestershire Highways. **GRCC** Gloucestershire Rural Community Council **ICO** Information Commissioners Office **NALC**
National Association of Local Council Clerks. **NWWTW** Newland Waste Water Treatment Works **SLCC** Society of Local Council
Clerks **WVNL** Wye Valley National Landscape **WW** Welsh Water

PRESENT

Cllr Davies (Chair), Evans, Henson, Purvis and Ms C Owens (Clerk).

66 APOLOGIES

Cllr Wheeler and Cllr Powell

67 DECLARATIONS OF INTEREST

None

68 DISPENSATION REQUESTS

None

69 MINUTES OF MEETING HELD 16 DECEMBER 2025

It was resolved to accept the minutes as a true record of the meeting; they were signed by the Chair

70 MATTERS ARISING

None

71 EXCLUSION OF PUBLIC AND PRESS

It was resolved to exclude the public and press from the remainder of the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. One Councillor abstained from voting

72 COMPLETION OF THE CLERKS 6 MONTH PROBATIONARY PERIOD AND TRAINING MATTERS

73 PAY AND PENSION MATTERS

74 ICT AND EQUIPMENT MATTERS

- 74.1 It was reported that the Clerks laptop broke. It was returned under warranty and repaired
- 74.2 It was reported that a new Norton Subscription was purchased to ensure appropriate data protection
- 74.3 It was noted that the Clerk needs to do a homeworking risk assessment and Display Safety Assessment

75 CLERK APPRAISAL

76 ITEMS FOR FUTURE MEETINGS

77 DATE OF NEXT MEETING

Meeting to be convened as required

NB. Councillors please note:

- 1. Proposed amendments to draft minutes to be in writing not less than 10 days before the next meeting. The proposal must be specific as to words to be removed and those to be added.**
- 2. Items for the agenda for the next meeting to be advised not less than 8 days before the next meeting.**
- 3. Requests for dispensations to speak on an item in which you have an interest to be advised in writing with reason(s), not less than 3 days before the next meeting.**

Signed - Chair.....

The meeting closed at 17.35