



ST ANDREWS PARISH COUNCIL

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2GY
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**Minutes of the Staffing Committee Meeting
Held on Monday 10th June 2019 at 5:30pm
At the Parish Offices, Redhouse Community Centre, Frankel Avenue**

Councillors Present: Jean Blake, Vera Tomlinson, and Melanie Woods
Officer Present: Emma Sylvester
Public Present: None

- 1 ELECT A CHAIRMAN
RESOLVED**
To defer to elect a Chairman of the Staffing Committee until the next meeting.
Cllr Tomlinson to preside as Chairman until a permanent Chairman elected.
- 2 ELECT A VICE CHAIRMAN
RESOLVED**
To defer to elect a Vice Chairman of the Staffing Committee until the next meeting.
- 3 APOLOGIES FOR ABSENCE**
None
- 4 DECLARATIONS OF INTERESTS**
None
- 5 MINUTES
RESOLVED**
That the Minutes of the last meeting held on 8th April 2019 be approved as a true record and signed by the Chairman.
- 6 PUBLIC RECESS**
None
- 7 POLICIES**
Members consider four draft policies.
RESOLVED
To adopt the following policies as detailed in attached sheets in the Minute book.
 - a) Ex-offender Policy
 - b) Manual Handling Policy
 - c) First Aid Policy
 - d) Equal Opportunities
- 8 TRAINING**
Members discussed training courses for Redhouse Community Centre staff.
RESOLVED
To approve training courses in COSHH, First Aid, Health & Safety and using defibrillator at a total cost of £532.17

The meeting closed at 6:29pm.

Chairman _____

Date _____