

# BARROWBY PARISH COUNCIL

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Dear Councillor

I hereby give you notice that the BARROWBY PARISH COUNCIL STAFFING COMMITTEE MEETING will be held at the Reading Room on Monday 19<sup>th</sup> July 2021 at 7.00pm.

All members of the Parish Council Staffing Committee are summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Signed:



Clerk to the Council.

Date: Wednesday 14<sup>h</sup> July 2021

1. **WELCOME REMARKS BY THE CHAIRMAN.**
2. **APOLOGIES: TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS GIVEN.**
3. **TO RECEIVE DECLARATIONS OF PECUNIARY INTEREST AND REQUESTS FOR DISPENSATIONS IN ACCORDANCE WITH THE LOCALISM ACT 2011.**
  - 3.1 To receive declarations of Members' interests in relation to agenda items.
4. **APPROVAL OF MINUTES.**
  - 4.1 To resolve to accept the Clerk's notes of the Staffing Committee Meeting held on 29<sup>th</sup> April 202
5. **CLERK'S REPORT**
  - 5.1 To note that the Staffing Committee Terms of Reference were approved by the Parish Council and have been duly signed.
  - 5.2 To note that the Parish Council approved the change in contracted hours of the Assistant Clerk.
6. **STAFFING MATTERS**
  - 6.1 To resolve to move into closed session in accordance with the Public Bodies Act 1960, due to the confidential nature of matters to be discussed regarding staff contracts and annual leave.
  - 6.2 The Clerk to provide a verbal update on how new working hours of Assistant Clerk is progressing.
  - 6.3 To consider the Clerk Job Evaluation and Hours of work report and make a recommendation to the Parish Council.
7. **STAFF HOLIDAYS AND COVER**
  - 7.1 To receive an update on staff annual leave.
  - 7.2 To consider Caretaker cover for opening and closing both the Reading Room and Pavilion during periods of annual leave.
8. **DATE FOR NEXT MEETING.**
  - 8.1 TBC.