

BARROWBY PARISH COUNCIL

Mrs R Heyward, Clerk and RFO
Cherwell Cottage, Main St, Gunby, NG33 5LF
Tel: 07710 087124 Email: clerk@barrowbyparishcouncil.org.uk

Draft notes of the Barrowby Staffing Committee Meeting held on Monday 17th June 2019 in the Reading Room, Barrowby

MEETING OPENED: 7.30pm

1. WELCOME REMARKS (19/001)

It was noted that the first item on the agenda for the next meeting should be the election of a Chairman. Councillor Cupit agreed to chair this meeting.

The Chairman Councillor Cupit welcomed Members to the meeting and thanked them for their attendance. Those in attendance: Councillors Lees, and the Clerk Mrs Heyward. Councillor Brown was also in attendance.

2. CO-OPTION (19/002)

2.1 Following a proposal by Councillor Cupit, seconded by Councillor Lees, it was resolved to co-opt Councillor Cross to the Staffing Committee. This was as per agreed at the full meeting of the Council.

3. APOLOGIES: TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS GIVEN (19/002)

3.1 Apologies were noted from Councillor Blackwell and Councillor Cross.

4. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (19/004)

4.1 There were no expressions of interest or requests for dispensation.

5. APPROVAL OF MINUTES (19/005)

5.1 The Clerk's notes of the Staffing Committee meeting on 18th March 2019, having been proposed by Councillor Cupit and seconded by Councillor Lees were agreed to be a true and accurate record and were passed by resolution of the Committee. The notes were duly signed and dated accordingly by the Chairman.

6. STAFF MEETING (19/006)

6.1 Members heard a report following a staff meeting held on Friday 14th June, attended by all Caretakers, the Clerk, Councillor Cupit and Councillor Blackwell. The Clerk had circulated draft notes from this meeting.

Action: The Clerk to add a proposal for the engagement of Chris Moses, HR Advisor, to the July agenda.

7. APPRAISALS (19/007)

7.1 It was noted the Clerk's appraisal had taken place. Members agreed that following the staff meeting that took place on 14th June, the Clerk would now carry out Caretaker and Litter Picker appraisals in the summer.

8. ASSISTANT CLERK (19/008)

8.1 Members reviewed the applications received for the post of Interim Assistant Clerk. Three were selected for interview.

Action: The Clerk to invite all three applicants to an interview.

9. STAFF HOLIDAYS (19/009)

9.1 The Clerk's holiday form was signed approving the following annual leave:

- 19th to 24th June 2019
- 22nd July to 23rd August (10 hours per week)

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10. NEXT MEETING (19/010)

10.1 23rd September 2019 at 7.30pm.

The Chairman closed the meeting at 20.55pm.