

BARROWBY PARISH COUNCIL

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

Minutes of the Barrowby Staffing Committee Meeting held on Monday 4th November 2019 in the Reading Room, Barrowby

MEETING OPENED: 8.05pm (late due to overrunning of the Finance Committee meeting)

1. ELECTION OF CHAIRMAN (19/011)

Following a proposal by Councillor Lees, seconded by Councillor Cross, members resolved to appoint Councillor Cupit as Chair of the Staffing Committee.

The Chairman welcomed Members to the meeting and thanked them for their attendance. Those in attendance: Councillors Cross and Lees, and the Clerk Mrs Heyward.

2. APOLOGIES: TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS GIVEN (19/012)

2.1 Councillor Blackwell was not in attendance at the meeting.

3. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (19/013)

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

4. APPROVAL OF MINUTES (19/014)

4.1 The Clerk's notes of the Staffing Committee meeting on 17th June 2019, having been proposed by Lees Councillor seconded by Councillor Cupit 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.

5. APPRAISALS (19/015)

5.1 The Clerk reported having carried out appraisals with two members of staff and fed back the key outcomes of these to the committee.

Action: The Clerk to carry out appraisals with two other members of staff.

6. CONTRACTS (19/016)

6.1 Following a proposal by Councillor Cupit, seconded by Councillor Lees, members resolved to move into closed session at 20.15pm.

Members discussed contracts in closed session.

Action: The Clerk to ask Chris Moses for a quote to review current employment policies.

Action: The Clerk to review all current contracts and job descriptions and report back to members of the committee for further action.

7. EMPLOYMENT POLICIES (19/017)

This matter was discussed in 6.1.

Following a proposal by Councillor Cupit, seconded by Councillor Lees, members resolved to move out of closed session at 20.35pm.

8. ASSISTANT CLERK (19/018)

8.1 The Clerk reported that the Assistant Clerk has now taken over responsibility for both the Burial Ground and the Pavilion. Training is ongoing.

9. STAFF HOLIDAYS (19/019)

9.1 The Clerk's holiday request was approved for the following annual leave:

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- 2nd to 6th December
- 23rd Dec to 3rd January

10. NEXT MEETING (19/020)

10.1 21st January 2020

The Chairman closed the meeting at 8.56pm.