

BARROWBY PARISH COUNCIL

Mrs R Heyward, Clerk and RFO
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Minutes of the Barrowby Staffing Committee Meeting held on Tuesday 6th October 2020 via Zoom video conferencing.

MEETING OPENED: 7.36pm

1. WELCOME REMARKS BY CHAIRMAN (20/009)

- 1.1 Those in attendance: Councillors Bowyer, Eaton and Townsend, and the Clerk Mrs Heyward. In the absence of Councillor Cupit, Councillor Townsend was appointed Chair for the meeting.

2. CO-OPTION (20/010)

- 2.1 Following a proposal by Councillor Townsend, seconded by Councillor Bowyer, members resolved to co-opt Councillor Eaton to the Staffing Committee.

3. APOLOGIES: TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS GIVEN (20/011)

- 3.1 Councillors Lees and Cupit were not in attendance. No apologies were received, however it was noted that Councillor Cupit was out of the country.

4. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (20/012)

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

5. APPROVAL OF MINUTES (20/013)

- 5.1 It was agreed that the minutes of the July meeting would be approved at the next meeting of the Staffing Committee due to attending members not being present at the July meeting.

6. STAFFING MATTERS (20/014)

- 6.1 Members noted the resignation of the Clerk, received on 1st October. The Clerk's last day will be 30th November 2020.

- 6.2 Members agreed to publish the proposed vacancy advert on village notice boards, on Next Door, via LALC and on Indeed.com. Applications would be requested by 16th October with interviews taking place via Zoom w/c 19th October.

Action: The Clerk to arrange the publishing of the advert and subsequent interviews.

- 6.3 Following a proposal by Councillor Eaton, seconded by Councillor Townsend, members resolved to move into closed session at 7.46pm.

- 6.4 Members discussed the impact of Covid-19 on demand for hiring the Reading Room and Pavilion and the subsequent demand for Caretaking hours. The Clerk reported on the tasks currently being carried out by the Caretakers who have retained full employment status throughout the pandemic. Following a proposal by Councillor Eaton, seconded by Councillor Townsend, members resolved to maintain all staff members contracts in full.

Action: The Clerk to update staff members.

7. NEXT MEETING (20/015)

- 7.1 The Clerk to arrange the next meeting for January 2021.

The Chairman closed the meeting at 19.57pm.