

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 27th July 2020 via Zoom video conferencing.

MEETING OPENED: 7.30pm

1. ELECTION OF A CHAIRMAN (20/001)

- 1.1 Following a proposal by Councillor Lees, seconded by Councillor Bowyer, Councillor Cupit was appointed as Chairman and confirmed his acceptance of the position.

2. WELCOME REMARKS BY CHAIRMAN (20/002)

- 2.1 The Chairman welcomed Members to the meeting and thanked them for their attendance. Those in attendance: Councillors Bowyer and Lees, and the Clerk Mrs Heyward. Councillor Townsend joined the meeting at 7.50pm.

3. APOLOGIES: TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS GIVEN (20/003)

- 3.1 Councillor Townsend had apologised that she would be late to the meeting.

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 (20/005)

- 5.1 The Clerk's notes of the Staffing Committee meeting on 21st January 2020, having been proposed by Councillor Lees and seconded by Councillor Cupit were agreed to be a true and accurate record and were passed by resolution of the Committee. The notes were later signed and dated by the Chairman.

6. STAFFING MATTERS (20/006)

- 6.1 Following a proposal by Councillor Cupit, seconded by Councillor Lees, members resolved to move into closed session at 7.40pm.
- 6.2 Members noted the resignation of a Caretaker and the appointment of a replacement Caretaker.
- 6.3 Members discussed the impact of Covid-19 on demand for hiring the Reading Room and Pavilion.
Action: The Clerk to update the Staffing Committee regarding the demand for hiring as lockdown eases. A further proposal to be brought to the October Parish Council meeting regarding staffing.
Action: The Clerk to update staff members.
- 6.4 Members discussed 20/21 pay awards in line with LALC guidance.
Action: The Clerk to communicate to all staff.
- 6.5 It was agreed that annual staff appraisals will be carried out before 5th October.

7. ANNUAL LEAVE (20/007)

- 7.1 The Clerk updated members on annual leave taken so far and annual leave arranged.

8. NEXT MEETING (20/008)

- 8.1 5th October 2020.
The Chairman closed the meeting at 8.18pm.

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