

BARROWBY PARISH COUNCIL

Mrs J Moss, Clerk and RFO
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Minutes of the Barrowby Staffing Committee Meeting held on Monday 29th April 2021 Via Zoom

MEETING OPENED: 7.00pm

1. WELCOME REMARKS BY CHAIRMAN (21/001)

- 1.1 The Chairman welcomed Members to the meeting and thanked them for their attendance. Those in attendance: Councillors Bowyer (from 7.10pm), Cupit, Eaton, Townsend, the Clerk Mrs Moss and Assistant Clerk Lisa Neale.

2. APOLOGIES: TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS GIVEN (21/002)

- 2.1 No absences.

3. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (21/003)

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

4. APPROVAL OF MINUTES (21/004)

- 4.1 The Clerk's minutes of the Staffing Committee meeting on 18th January 2021, having been proposed by Councillor Cupit and seconded by Councillor Eaton, were agreed to be a true and accurate record, and were passed by resolution of the Committee.

5. TERMS OF REFERENCE (21/005)

- 5.1 Members reviewed the Staffing Committee Terms of Reference and, subject to the addition of a reference relating to the recruitment of staff, they will be passed to the full Council with a recommendation for approval.

Action: The Clerk to update the Terms of Reference and pass to full Council for approval.

6. CLOSED SESSION (21/006)

- 6.1 Following a proposal by Councillor Cupit, seconded by Councillor Eaton, members resolved to move into closed session at 7.15pm.

7. ASSISTANT CLERK CONTRACTED HOURS (21/007)

- 6.1 Members discussed the business case submitted by the Clerk and Assistant Clerk. Following a proposal by Councillor Cupit, seconded by Councillor Eaton, members resolved to approve to full Council that the Assistant Clerk's hours should be increased from 6 to 9 per week and to change to flexible working hours as detailed in the business case.
The Assistant Clerk left the meeting.

8. APPRAISALS (21/008)

- 8.1 The Clerk gave feedback on the appraisals completed for the staff.
- 8.2 Councillor Cupit gave feedback on the Clerk's appraisal.

9. STAFF HOLIDAYS (21/009)

- 9.1 The Clerk reported that annual leave had been recalculated and was up to date. The Clerk's request for annual leave was approved.
The closed session ended at 8.05pm.

10. NEXT MEETING (21/010)

- 10.1 19th July at 7.00pm.
The Chairman closed the meeting at 8.06pm.