

# BARROWBY PARISH COUNCIL

Mrs J Moss, Clerk and RFO  
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**Minutes of the Barrowby Staffing Committee Meeting held on Monday 19<sup>th</sup> July 2021 at the Pavilion.**

**MEETING OPENED:** 7.00pm

**1. WELCOME REMARKS BY CHAIRMAN (21/011)**

1.1 The Chairman welcomed Members to the meeting and thanked them for their attendance. Those in attendance: Councillors Cupit, Eaton and Townsend and the Clerk Mrs Moss.

**2. APOLOGIES: TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS GIVEN (21/012)**

2.1 Apologies were accepted from Councillors Lees (holiday) and Bowyer (illness).

**3. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (21/013)**

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

**4. APPROVAL OF MINUTES (21/014)**

4.1 The minutes of the Staffing Committee meeting on 29<sup>th</sup> April 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. CLERK'S REPORT (21/015)**

5.1 Members noted that the Staffing Committee Terms of Reference were approved by the Parish Council and had been duly signed.

5.2 Members noted that the Parish Council approved the change in contracted hours of the Assistant Clerk.

**6. STAFFING MATTERS (21/016)**

6.1 Following a proposal by Councillor Cupit, seconded by Councillor Eaton, members resolved to move into closed session at 7.10pm.

6.2 The Clerk provided a verbal update on how new working hours of Assistant Clerk is progressing.

6.3 Members considered the Clerk Job Evaluation and Hours of work report and made a recommendation to be put to the Parish Council at the September meeting.

**Action: Clerk to add to Agenda of Parish Council September meeting.**

**7. STAFF HOLIDAYS AND COVER (21/017)**

7.1 Members received an update from the Clerk regarding staff annual leave.

7.2 Members considered the cover required for the opening and closing of both the Pavilion and Reading Room during periods of annual leave.

The closed session ended at 7.40pm.

**8. NEXT MEETING (21/018)**

8.1 TBC.

The Chairman closed the meeting at 7.42pm.