

# BARROWBY PARISH COUNCIL

Mrs J Moss, Clerk and RFO  
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**Minutes of the Barrowby Staffing Committee Meeting held on Monday 6<sup>th</sup> February 2023 at the Reading Room.**  
No members of the public were in attendance.

**MEETING OPENED: 7.32pm**

**1. WELCOME REMARKS BY CHAIRMAN (22/018)**

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

**2. APOLOGIES: TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS GIVEN (22/019)**

- 2.1 Apologies were received and accepted from Councillor Townsend.

**3. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (22/020)**

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

**4. APPROVAL OF MINUTES (22/021)**

- 4.1 The minutes of the Staffing Committee meeting on 22<sup>nd</sup> November 2022, having been proposed by Councillor Eaton and seconded by Councillor Lees, were agreed to be a true and accurate record, and were passed by resolution of the Committee.

**STAFFING MATTERS (22/022)**

5. 5.1 Following a proposal by Councillor Eaton, seconded by Councillor McConnell-Good, members resolved to move into closed session in accordance with the Public Bodies Act 1960, due to the confidential nature of matters to be discussed regarding staff contracts.
- 5.2 Members discussed the notes and findings of the working party which met on 24<sup>th</sup> January. Following a proposal by Councillor Cupit, seconded by Councillor Lees, the first paragraph was amended to read that the working party was held following a decision made by the Staffing Committee meeting held in November 2022 and not the Finance Committee meeting held in December 2022.
- Action: Clerk to do a comparison of the quarterly gas and electric bills for the past two years and send to the Finance Committee.**
- Action: Clerk to calculate salary costs to open and close the Reading Room compared to the total income received on a weekly basis from regular hirers.**
- 5.3 Members received a report from the Clerk and following a proposal from Councillor Cupit, seconded by Councillor McConnell-Good, the Clerk's weekly hours will be reduced from 25 to 20 starting from 1<sup>st</sup> April 2023.
- 5.4 Members discussed proposal to change employment contracts regarding annual leave taken between Christmas and New Year.
- Action: Clerk to contact HR specialist to confirm process.**
- 6. STAFF HOLIDAYS (22/023)**
- 6.1 Members received an update on staff annual leave.
- 7. CLOSED SESSION (22/024)**
- 7.1 The meeting came out of closed session.
- 8. DATE FOR NEXT MEETING (22/025)**
- 8.1 The next meeting is on Tuesday 22<sup>nd</sup> May 2023 at 7.30pm at the Reading Room.  
The Chairman closed the meeting at 8.56pm.