

# BARROWBY PARISH COUNCIL

Mrs J Moss, RFO

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**Minutes of the Barrowby Staffing Committee Meeting held on Friday 10<sup>th</sup> January 2025 at the Reading Room, Church Street, Barrowby**

One member of the public was in attendance from 3.00pm.

**MEETING OPENED: 2.30pm**

**1. ELECTION OF NEW CHAIRMAN (24/020)**

1.1 It was **RESOLVED** to approve that Councillor Footitt as Chairman of the Staffing Committee.

**2. WELCOME REMARKS BY CHAIRMAN (24/021)**

2.1 Councillor Footitt welcomed members to the meeting and thanked them for their attendance. Those in attendance: Councillors Brown, Footitt, Lees and the Acting Clerk Mrs Moss.

**3. APOLOGIES: TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS GIVEN (24/022)**

3.1 Apologies were received and accepted from Councillor Joseph. Apologies were received from Councillor McConnell-Good.

**4. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (24/023)**

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

**5. APPROVAL OF MINUTES (24/024)**

5.1 It was **RESOLVED** to approve the minutes of the Staffing Committee meeting held on 21<sup>st</sup> October 2024 and noted that all the actions have been completed.

**6. STAFFING MATTERS (24/025)**

6.1 It was **RESOLVED** to approve 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 recruitment.

6.2 It was **RESOLVED** to approve the payment of overtime claims received.

6.3 Members noted the contents of a new Clerk and RFO's contracts.

6.4 Members received an update on the latest position regarding the appointment of a new Clerk and spoke to the member of the public about providing Locum Services to the Parish Council. The recruitment of a new permanent Clerk will form part of their duties. Mrs Moss will continue to deal with Burial Ground matters as well as the finance work. It was **RESOLVED** to recommend to the Parish Council that the Locum Clerk be employed for a minimum of 3 months for a minimum of 12 hours per week on the agreed salary.

**Action: A working party will meet on Wednesday 12<sup>th</sup> February to agree the advertisement of a new permanent Clerk.**

6.5 The meeting moved back into open session.

**7. DATE FOR NEXT MEETING (24/026)**

7.1 Wednesday 19<sup>th</sup> February 2025 at 6pm at the Reading Room.

The meeting closed at 3.40pm.