

# BARROWBY PARISH COUNCIL

## Minutes of the Staffing Committee Meeting held on Monday 16<sup>th</sup> June 2025 at 10am in the Reading Room, Church Street, Barrowby

Councillors in attendance:

Paul Brown, Jo Footitt (Chair), Tim Lees, Anna McConnell-Good

Officer in attendance:

Claire Vink (Parish Clerk)

No members of the public were present

### 1. **WELCOME (25/001)**

The Chair welcomed members to the meeting. Jo Footitt was re-elected as Chair.

### 2. **APOLOGIES (25/002)**

No apologies received

### 3. **DECLARATIONS OF PECUNIARY INTEREST (24/029)**

3.1 No declarations of members' interests were made

3.2 No dispensations needed to be considered

### 4. **MINUTES (24/030)**

It was **RESOLVED** to approve and sign the minutes of the Staffing Committee meeting held on 19<sup>th</sup> February 2025.

### 5. **STAFFING MATTERS (24/031)**

5.1 It was **RESOLVED** to move into closed session in accordance with the Public Bodies Act 1960, due to the confidential nature of matters to be discussed.

5.2 A verbal update from the Clerk on the appraisals for other staff members was **NOTED. Action: Clerk to complete full review including timesheets.**

5.3 It was **RESOLVED to approve** 1 hours overtime per week for the summer months and the Autumn for the litter picker to allow for additional duties such as bi weekly emptying of the bins, replenishing the dog poo dispensers, collecting leaves.

5.4 It was **NOTED** that the new Clerk and RFO had started.

5.5 It was **RESOLVED to approve** an amendment to the Clerk and RFO's contract.

5.6 It was **NOTED** that the 3-month probation appraisal for the new Clerk and RFO will be due by September. Date for appraisals to be confirmed

5.7 Staff annual leave was **NOTED.**

5.8 The process for co-option of Parish Councillors was **NOTED**

5.9 It was **RESOLVED** to move back into public session

### 6. **DATE FOR NEXT MEETING (24/032)**

To be confirmed around the Clerk and RFO probation appraisals.

The meeting closed at 11.05am