

# BARROWBY PARISH COUNCIL

Tel: 07710 087124 Email: [clerk@barrowbyparishcouncil.gov.uk](mailto:clerk@barrowbyparishcouncil.gov.uk)

Dear Councillor

I hereby give you notice that the **STAFFING COMMITTEE MEETING** will be held at the Reading Room on Wednesday 19 February 2025 at 7pm.

All members of the Staffing Committee are summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Members of the public and press are welcome to attend the meeting but may not participate unless invited to do so by the Chairman.

Signed:



Sharon Pyke, Locum Clerk

Date: Thursday 13 February 2025

**1. WELCOME**

Opening remarks by the Chairman

**2. APOLOGIES**

To receive apologies for absence

**3. DECLARATIONS OF PECUNIARY INTEREST**

3.1 To receive declarations of members' interests in relation to agenda items

3.2 To consider requests for dispensations from members

**4. MINUTES**

To resolve to accept the minutes of the Staffing Committee meeting held on 10 January 2025 and to receive an update on actions (Appendix A)

**5. STAFFING MATTERS**

5.1 To resolve a request from the locum clerk for permission to carry any annual leave forward beyond the end of the current holiday year

5.2 To resolve the advert and supporting documents for the vacancy of clerk (Appendix B)

5.3 To resolve to move into closed session in accordance with the Public Bodies Act 1960, due to the confidential nature of matters to be discussed.

5.4 To receive a verbal update from the locum clerk

5.5 To resolve an amendment to the Responsible Financial Officer's contract

5.6 To move back into public session

**6. DATE FOR NEXT MEETING**

To be confirmed