

BARROWBY PARISH COUNCIL

Mrs J Moss, 14 Riverside Walk, Bottesford, NG13 0AT
Tel: 07710 087124 Email: clerk@barrowbyparishcouncil.gov.uk

Dear Councillor

I hereby give you notice that the BARROWBY PARISH COUNCIL STAFFING COMMITTEE MEETING will be held at the Reading Room on Monday 5^h February 2024 at 7.15pm.

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

Signed:



Clerk to the Council.

Date: Wednesday 31st January 2024

1. **WELCOME REMARKS BY THE CHAIRMAN.**
2. **APOLOGIES: TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS GIVEN.**
3. **TO RECEIVE DECLARATIONS OF PECUNIARY INTEREST AND REQUESTS FOR DISPENSATIONS IN ACCORDANCE WITH THE LOCALISM ACT 2011.**
 - 3.1 To receive declarations of Members' interests in relation to agenda items.
4. **APPROVAL OF MINUTES.**
 - 4.1 To resolve to accept the Clerk's minutes of the Staffing Committee Meeting held on 28th November 2023 and note that all actions have been completed.
5. **STAFFING MATTERS**
 - 5.1 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 regarding staff hours, responsibilities, pay and annual leave.
 - 5.2 To resolve to approve the split of the current Clerks role into two, creating a separate role for a Responsible Finance Officer (RFO) and for the current Clerk to assume the new RFO role.
 - 5.3 To resolve to approve the hours and payscale to be applied to both roles.
 - 5.4 To resolve to approve the recruitment of a new Clerk.
 - 5.5 To discuss staff appraisals.
6. **STAFF HOLIDAYS.**
 - 6.1 To receive an update on staff annual leave.
7. **CLOSED SESSION**
 - 7.1 To resolve to approve to move back into public session.
8. **DATE FOR NEXT MEETING.**
 - 8.1 TBA.