

# BARROWBY PARISH COUNCIL

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

## Minutes of the Staffing Committee Meeting

held on Monday 29<sup>th</sup> September 2025 at 10am in the Reading Room, Church Street, Barrowby

Councillors in attendance:

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

Officer in attendance:

Claire Vink (Parish Clerk)

No members of the public were present. The meeting started at 10.20am.

### 1. WELCOME (25/007)

The Chair welcomed members to the meeting.

### 2. APOLOGIES (25/008)

Cllr Paul Brown sent his apologies

Cllr Mark Whittington was absent

### 3. DECLARATIONS OF PECUNIARY INTEREST (25/009)

a) No declarations of members' interests were made

b) No dispensations needed to be considered

### 4. MINUTES (25/010)

It was **RESOLVED** to approve and sign the minutes of the Staffing Committee meeting held on 16<sup>th</sup> June 2025.

### 5. STAFFING MATTERS (25/011)

- a) 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.
- b) A review of staff contract was conducted. It was **RESOLVED to approve** an increase in the RFO hours to 10 per week with a view to re-evaluate in March. It was **RESOLVED to approve** an increase in the Litter Picker hours to 5 per week. **Action: Clerk to work with Chair of the Council to explore options to increase grant for litter collection.** It was **RESOLVED to approve** a contract change for the caretaker to state that 48 hours notice will be given for requirement to work. In the case of emergencies, the Parish Council Staffing team will work together to provide a solution. It was **RESOLVED not to approve** the recruitment of a second caretaker however to recruit a biweekly cleaner on a self employed / contract basis.
- c) It was **RESOLVED to approve** the removal of enforced leave between Christmas and New Year with leave being managed on an individual basis. The Reading Room will only be closed on 25<sup>th</sup>/26<sup>th</sup> Dec and 1<sup>st</sup> Jan.
- d) It was **RESOLVED to approve** up to 5 hours overtime per week for the Litter Picker in the Autumn to allow for additional duties: collecting leaves in the Burial Ground and Village Green. **Action: Clerk to contact RAGs team to see if there is somewhere in the village where the leaves can be composted.**

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e) It was **RESOLVED to** move back into open session at 11.28am

## 6. STAFFING BUDGET

- a) It was **RESOLVED to approve** an following risks / issues for the Staffing Prioritisation matrix:  
Sickness and / or resignation leading to the need to use sub contractors or emergency cover,  
Salary increases linked to local government, pension contributions, growth of parish leading to  
increasing staff hours, the limits of staff bandwidth, skill set provision across staff **Action: Clerk to  
work with Mr Thomas to populate the prioritisation matrix**
- b) It was **RESOLVED to approve** the proposed staffing budget as provided by the RFO

## 7. CAPTURE OF FUTURE ISSUES FOR DISCUSSION / AGENDA ITEMS

- a) Line manager review of RFO and Clerk to be biannual
- b) Review of all staff to clarify bandwidth and responsibilities. What is good vs what needs work
- c) Review of annual leave.

## 8. DATE FOR NEXT MEETING (25/012)

15<sup>th</sup> December 2025 at 10am in the Reading Room.

The meeting closed at 11.45am