

BARROWBY PARISH COUNCIL

Mrs J Moss, 14 Riverside Walk, Bottesford, NG13 0AT
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Dear Councillor

I hereby give you notice that the BARROWBY PARISH COUNCIL STAFFING COMMITTEE MEETING will be held at the Reading Room on Tuesday 29th April 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:

J Moss

Clerk to the Council.

Date: Wednesday 24th April 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 notes of the Staffing Committee Meeting held on 5th February 2024 and note that all actions have been completed.
5. **TERMS OF REFERENCE**
 - 5.1 To review the Terms of Reference for the Staffing Committee.
6. **STAFFING MATTERS**
 - 6.1 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, pay, appraisals and annual leave.
 - 6.2 To receive feedback from the Clerk following completion of annual staff appraisals.
 - 6.3 To receive feedback from Councillor McConnell-Good following completion of the Clerk's annual appraisal.
 - 6.4 To resolve to approve the wording and terms in the contracts for the new Clerk and RFO roles.
 - 6.5 To resolve to approve the Clerk and RFO revised job descriptions.
 - 6.6 To resolve to approve that advertising for a new Clerk can commence immediately.
 - 6.7 To resolve to approve a review of the staffing requirements of the Parish Council.
7. **CLOSED SESSION**
 - 7.1 To resolve to approve to move back to public session.
8. **DATE FOR NEXT MEETING.**
 - 8.1 TBC.