


# BARROWBY PARISH COUNCIL

Parish Clerk : 7710 087124 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, Church Street on Monday 15<sup>th</sup> December 2025 at 10.00 am.

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:  Claire Vink, Parish Clerk

Date: 10<sup>th</sup> December 2025

**1. WELCOME**

Opening remarks by the Chairman

**2. APOLOGIES**

To receive apologies for absence

**3. TO RECEIVE DECLARATIONS OF PECUNIARY INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011**

- a. To receive declarations of members' interests in relation to agenda items.
- b. To consider requests for dispensations from members.

**4. MINUTES**

To resolve to approve the minutes of the Staffing Committee held on 29<sup>th</sup> September 2025 and note all actions.

**5. STAFFING MATTERS**

- a. 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.
- b. To resolve to approve the fixed working pattern for the RFO
- c. To consider the introduction of a Handyperson/Maintenance Operative on a zero-hours contract, to review the draft job description and initial contract terms, and to make a recommendation to Full Council on approval and recruitment.
- d. To note that both the RFO and Clerk probation appraisals have been completed and both have been approved in post.
- e. To return to open session

**6. STAFFING BUDGET**

To review the proposed budget versus last year and to add any comments and make proposed changes (add new expenditure, amend spend up or down). To be resolved for approval and returned to the RFO by end of December

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

To allow councillors to highlight matters to be considered for inclusion on a future agenda. No discussion on the content of the topics will take place.

**8. DATE FOR NEXT MEETING**

TBC