

# BARROWBY PARISH COUNCIL

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## Minutes of the Staffing Committee Meeting

held on Monday 15<sup>th</sup> December 2025 at 10am in the Reading Room, Church Street, Barrowby

**Councillors in attendance:** Paul Brown, Jo Footitt (Chair), Tim Lees,

**Officer in attendance:** Claire Vink (Parish Clerk)

No members of the public were present. The meeting started at 10.25am.

### 1. WELCOME (25/013)

The Chair welcomed members to the meeting.

### 2. APOLOGIES (25/014)

Cllr Anna McConnell-Good sent her apologies

### 3. DECLARATIONS OF PECUNIARY INTEREST (25/015)

- a) No declarations of members' interests were made
- b) No dispensations needed to be considered

### 4. MINUTES (25/016)

It was **RESOLVED** to approve and sign the minutes of the Staffing Committee meeting held on 29<sup>th</sup> September 2025.

### 5. STAFFING MATTERS (25/017)

- a) It was **RESOLVED** to move into closed session at 10.41am in accordance with the Public Bodies Act 1960, due to the confidential nature of matters to be discussed.
- b) It was **RESOLVED to approve** a fixed working pattern for the RFO, namely: Monday and Wednesday 9am-1pm and Friday 9am-11am
- c) It was **RESOLVED to approve** to make a recommendation to Full Council to recruit a Handyperson/Maintenance Operative on a zero-hours contract. **Action: Clerk to take to full Parish Council for consideration.**
- d) The successful completion of the probation appraisals for the RFO and Clerk were **NOTED**. Both were congratulated on their positive start at the council
- e) It was **RESOLVED** to move back into open session at 10.53am

### 6. STAFFING BUDGET (25/018)

It was **RESOLVED to approve** the proposed staffing budget as provided by the RFO

### 7. CAPTURE OF FUTURE ISSUES FOR DISCUSSION / AGENDA ITEMS (25/019)

- a) Update on recruitment of Handyperson.
- 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 (25/020)

13<sup>th</sup> March 2026 at 1pm in the Reading Room.

The meeting closed at 11am