

BARROWBY PARISH COUNCIL

Mrs J Moss, RFO

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Minutes of the Barrowby Staffing Committee Meeting held on Friday 10th January 2025 at the Reading Room, Church Street, Barrowby

One member of the public was in attendance from 3.00pm.

MEETING OPENED: 2.30pm

1. ELECTION OF NEW CHAIRMAN (24/020)

- 1.1 It was **RESOLVED** to approve that Councillor Footitt as Chairman of the Staffing Committee.

2. WELCOME REMARKS BY CHAIRMAN (24/021)

- 2.1 Councillor Footitt welcomed members to the meeting and thanked them for their attendance. Those in attendance: Councillors Brown, Footitt, Lees and the Acting Clerk Mrs Moss.

3. APOLOGIES: TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS GIVEN (24/022)

- 3.1 Apologies were received and accepted from Councillor Joseph. Apologies were received from Councillor McConnell-Good.

4. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (24/023)

- 4.1 There were no expressions of interest or requests for dispensation.

5. APPROVAL OF MINUTES (24/024)

- 5.1 It was **RESOLVED** to approve the minutes of the Staffing Committee meeting held on 21st October 2024 and noted that all the actions have been completed.

6. STAFFING MATTERS (24/025)

- 6.1 It was **RESOLVED** to approve 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 recruitment.
- 6.2 It was **RESOLVED** to approve the payment of overtime claims received.
- 6.3 Members noted the contents of a new Clerk and RFO's contracts.
- 6.4 Members received an update on the latest position regarding the appointment of a new Clerk and spoke to the member of the public about providing Locum Services to the Parish Council. The recruitment of a new permanent Clerk will form part of their duties. Mrs Moss will continue to deal with Burial Ground matters as well as the finance work. It was **RESOLVED** to recommend to the Parish Council that the Locum Clerk be employed for a minimum of 3 months for a minimum of 12 hours per week on the agreed salary.
- Action: A working party will meet on Wednesday 12th February to agree the advertisement of a new permanent Clerk.**
- 6.5 The meeting moved back into open session.

7. DATE FOR NEXT MEETING (24/026)

- 7.1 Wednesday 19th February 2025 at 6pm at the Reading Room.

The meeting closed at 3.40pm.