

BARROWBY PARISH COUNCIL

Tel: 07710 087124 Email: clerk@barrowbyparishcouncil.gov.uk

Minutes of the Staffing Committee Meeting

held on Monday 13th March 2026 at 2pm in the Reading Room, Church Street, Barrowby

Councillors in attendance: Michael Brown, Paul 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 2.15pm.

1. WELCOME (25/021)

The Chair welcomed members to the meeting.

2. APOLOGIES (25/022)

Cllr Mark Whittington sent his apologies

3. DECLARATIONS OF PECUNIARY INTEREST (25/023)

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

4. MINUTES (25/024)

It was **RESOLVED** to approve and sign the minutes of the Staffing Committee meeting held on 15th December 2025. There was 1 abstention.

5. STAFFING MATTERS (25/025)

- a) It was **RESOLVED** to move into closed session at am in 2.20pm accordance with the Public Bodies Act 1960, due to the confidential nature of matters to be discussed.
- b) A verbal review of all members of staff was received. No issues were identified.
- c) It was **RESOLVED to approve** one hour overtime per month for the litter collector to address issues such as Rectory Lane, turning of grit bins etc. To be reviewed in 12 months to assess long term need.
- d) A verbal update on the recruitment of the Handy Person and the Assistant Caretaker was received. It was NOTED that with the closure of the pre-school the cleaning requirements at the Pavilion may change. Recruitment of the Assistant Caretaker will be paused until the future of the Pavilion has been decided. Recruitment of the Handy Person to be progressed.
- e) A verbal review of Annual Leave was given. It was **RESOLVED to approved** that the clerk can carry over 1 weeks Annual Leave to be used in April.
- f) It was **RESOLVED to** move back into open session at 2.48pm

6. REVIEW OF TOR AND OTHER RELATED POLICIES (25/026)

It was NOTED that the committee had 1 month to review the TOR and all policies relating to staffing to allow redraft before formal adoption at the May PC meeting. **Action: Clerk to explore options to log confirmation that all members of Council have read the different policies.**

7. CAPTURE OF FUTURE ISSUES FOR DISCUSSION / AGENDA ITEMS (25/027)

- a) Update on recruitment of Handyperson.

8. DATE FOR NEXT MEETING (25/028)

19th June 2026 at 2pm in the Reading Room.

The meeting closed at 2.50pm