

KIRKBURTON PARISH COUNCIL

STAFFING COMMITTEE

Minutes of the Meeting on 16 March 2023 held at Burton Village Hall

Present: Cllr J Cowan in the Chair
Cllrs B Armer, R Barraclough, S Beresford and D Hardcastle.

Officer in Attendance: Mrs A Royle

Min S11 Apologies and Declarations of Interest

Apologies were received from Cllrs P Brook and R Burton.

There were no declarations of interest.

Min S12 Public Participation

No members of the public wished to address the Committee.

Min S13 Admission of the Public

Resolved: To hold the discussions in private, as they would divulge confidential / personal information.

Min S14 Clerk's Staff Appraisal

The Chairman read out the final report to members. The Clerk thanked the Committee and particularly the Line Manager, Parish Council Chairmen, and Committee Chairmen for their support over the last four years.

Resolved: To accept the report.

Min S15 Administrative Assistant

The Clerk reported on the expected maternity leave and pay. A discussion took place on how to cover the Administrative Assistant's absence.

Recommendation: The Committee recognises the need to increase the Clerk's hours during October / November 2023, and recommends that the new Staffing Committee gives consideration to the actual number of hours needed early in the new Council year 2023/24.

Min S16 Clerk's Report

The Clerk gave an update on the current work situation.

The Line Manager and both members of staff were thanked for their efforts over the last year.

The Chairman then thanked everyone for their attendance and closed the meeting.