

KIRKBURTON PARISH COUNCIL

STAFFING COMMITTEE

Minutes of the Meeting on 1 June 2023 held at Burton Village Hall.

Present: Cllr B Smith in the Chair
Cllrs B Armer, R Barraclough, P Brook, J Cowan, D Hardcastle, J Taylor and
M Wheelhouse.

Officer in Attendance: Mrs A Royle.

Min 1 Election of Committee Chairman 2023-24

Resolved: To elect Cllr Smith as Committee Chairman for the year 2023-24.

Min S2 Apologies and Declarations of Interest

No apologies were received as all members were present.

No declarations of interest were made.

Min S3 Public Participation

No members addressed the Committee in advance of the meeting.

Min S4 Admission of the Public

Resolved: To hold the discussions of the following items in private as they would divulge personal information.

Min S5 Administrative Assistant

Members noted the information provided with the meeting papers.

Resolved: To defer a decision on the number of additional hours the Clerk will need to maintain the smooth running of the Council in the Administrative Assistant's absence pending receipt of written information.

Min S6 Line Manager's Report

The Line Manager made a verbal report to the meeting.

Min S7 Clerk's Report

The Clerk made a verbal report on administrative matters.

Resolved: That the Line Manager and the Clerk will provide written reports with the agenda for future meetings.

Min S8 Date of Next Meeting

It was agreed that the Committee Chairman and the Clerk would liaise on the date of the next meeting.

The Chairman then closed the meeting.