

KIRKBURTON PARISH COUNCIL

STAFFING COMMITTEE

Minutes of the Meeting on 6 July 2023 held at Burton Village Hall.

Present: Cllr B Smith in the Chair
Cllrs B Armer, P Brook, J Taylor and M Wheelhouse.
Officer in Attendance: Mrs A Royle.

Min S9 Apologies and Declarations of Interest

Apologies were received from Cllrs R Barraclough, J Cowan and D Hardcastle.

No declarations of interest were made.

Min S10 Public Participation

No members addressed the Committee in advance of the meeting.

Min S11 Admission of the Public

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

The Clerk left the meeting and Cllr Smith took the minutes in her absence.

Min S12 Administrative Assistant

On her return to the meeting, the Clerk was advised of the proposal, on which she raised a few queries.

Recommendation: To make a recommendation to the Management & Finance Committee that Cllr J Taylor asks Councillors to volunteer their services to the Clerk to help with the small annual grants and that he requests Cllr Cowan to help the Clerk with the accounts.

Resolved: To advise the Clerk to approach her Line Manager should she feel overwhelmed at any point.

Min S13 Line Manager's Report

Members noted the Line Manager's written report.

Min S14 Clerk's Report

Members noted the Clerk's written report.

Min S15 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.