

KIRKBURTON PARISH COUNCIL

STAFFING COMMITTEE

Minutes of the Meeting on 30 September 2021 held at Burton Village Hall

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

Officers in Attendance: Miss E Booth and Mrs A Royle

Min S1 Election of Committee Chairman 2021-22

Resolved: To elect Cllr Hardcastle as Committee Chairman for the year 2021-22.

Min S2 Apologies and Declarations of Interest

Apologies were received from Cllr P Brook and Cllr J Cowan.

There were no declarations of interest.

Min S3 Public Participation

No members of the public wished to address the Committee.

Min S4 Admission of the Public

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

Min S5 Administrative Assistant

The Line Manager and the Clerk gave verbal reports on Miss Booth's progress in her new position.

Recommendation: To confirm Miss Booth's appointment.

Min S6 Line Manager's Report

The Line Manager gave a verbal update on the current situation in the office. A discussion took place about the issue of inadequate ventilation, and queries were raised about the possibility of having the office extended.

Recommendation: To request the Council looks into the possibility of extending the office.

Min S7 Clerk's Report

The Clerk gave an update on the current work situation.

The Chairman then closed the meeting.