

**CLAYTON PARISH COUNCIL EXTRAORDINARY MEETING
MEETING HELD BY MICROSOFT TEAMS – 29th March 2021 AT 6.30PM**

Minutes

- 2021/033 **PRESENT**
Councillors; J Thackwray (Chair), J Pitts, R Player, C Thirkill, S Gudgeon, G Shutt, P Jowett, J Vasey, I Findlay, R Houldsworth
- 2021/034 **IN ATTENDANCE**
Helen Rankin, Asst Clerk,
- 2021/035 **APOLOGIES FOR ABSENCE**
Claire Hepton, clerk – apologies approved.
Faiz Ilyas – unauthorised absence
- 2021/036 **DISCLOSURES OF INTEREST**
None
- 2021/037 **ADMISSION OF THE PUBLIC**
No public were in attendance.
- 2021/038 **PREVIOUS MINUTES AND MATTERS ARISING**
Minutes from the meeting on 18th March 2021 would be available at the meeting in May.

Resolved: That the minutes of the meeting on 18th March were carried over.

Cllr Thackwray welcomed all members and informed that following the Library Oversight meeting on 23rd March there were some points raised for the committee to discuss prior to presenting to the council management for amendments.

2021/039 **SERVICE LEVEL AGREEMENT (SLA) FOR CLAYTON LIBRARY**

Under the terms of reference for the Library oversight group agenda there were six points that the Parish Council were asked to discuss due to differences between the old SLA and the new one. The committee was informed that many of the roles and responsibilities were shared between the council and the Parish council on the last agreement, however on the new proposed one, they are separate.

1. Recruiting of volunteers and DBS checks. The coordinator explained the current process and the proposed new one. A query was made about the cost of the volunteer checks and the coordinator advised that there is normally no charge for a volunteer one. The committee agreed that it was necessary to have DBS checks carried out and felt that due to the confidential nature of these that Bradford the council needs to take ownership of this, and it was pointed out that the person carrying out the checks ought to be trained and registered. The Coordinator is happy to share the responsibilities with another person from Bradford Council.
2. The committee suggested that the Coordinator should speak to other Volunteer Coordinators to see what their role is as a volunteer coordinator under their Service level agreements.
3. Termination agreement clause. The committee advised that this should be changed so that both sides could terminate with notice. It was felt that a 3-month termination is not enough for the Parish Council and a 12 month one would fit in with their 12-month financial plan.
4. Library use for public health events. Bradford council plan to use the building for events when the library is not in use, i.e., evenings and weekends. Implications apply for GDPR and Parish

Council confidential information. Both Bradford council and Clayton Paris Council have confirmed that the office area will be closed to the groups, but it was felt that further clarification is needed prior to the letting of the building, i.e. How often, where and for how long, along with a clear list including emergency contact numbers as Bradford council are responsible for the safety of its users. The Parish Council also felt that there should also be a clear list of who are the keyholders and their full contact details. Further clarification is needed on who is accountable for any emergencies, during the letting period.

5. Volunteer mandatory training for wellbeing and health. The Coordinator explained the available training. Further clarification is awaited from Bradford Council so that the training can take place. No comments were raised by the Parish Council.
6. Clayton Parish Council is to ensure that there is Public liability insurance for damage caused by and to library equipment of Bradford Council. Both the clerk and Bradford council are currently looking into the insurance cover.

2021/040

PUBLIC CONSULTATION AND QUESTION TIME

There being no public in attendance therefore no questions were raised.

2021/041

TO NOTIFY THE CLERK OF MATTERS FOR INCLUSION OF THE AGENDA FOR THE NEXT MEETING

2019/042

DATE OF NEXT MEETING

The next meeting will be on Thursday 20TH May 2021 at 7.00pm by Microsoft teams.

There being no further business the meeting closed at 7.30 pm.

