

**CLAYTON PARISH COUNCIL
STAFFING COMMITTEE
MEETING HELD AT VILLAGE HALL– on 28th June 2021 at 6.30PM**

Minutes

- 2021/020 **ELECT A CHAIRMAN**
Nominated: Cllr Jean Pitts.
Proposed: Cllr Thackwray **Seconded:** Cllr Ilyas
All in Favour
Resolved: that Cllr Pitts was nominated as chair of the staffing committee.
- 2021/021 **PRESENT**
Councillors: Pitts (chair), Thackwray, Andrew, Findlay, Jowett & Ilyas
- 2021/022 **IN ATTENDANCE**
Helen Rankin (asst clerk)
Claire Hepton (clerk)
- 2021/023 **APOLOGIES FOR ABSENCE**
None
- 2021/024 **DISCLOSURES OF INTEREST**
None
- 2021/025 **ADMISSION OF THE PUBLIC**

Item 7 (2021/028)– to be held in closed session.
- 2021/026 **PREVIOUS MINUTES AND MATTERS ARISING**
Resolved: Minutes from 9th March 2021 were accepted as a correct record of the meeting.
Proposed: Cllr Thackwray **Seconded:** Cllr Ilyas
All in favour
Resolved: that the minutes of 9th March 2021 were accepted as a true record.
- 2021/027 **TERMS OF REFERENCE**
Proposed: Cllr Pitts Seconded: Cllr Thackwray
All in favour
Resolved: That the terms of reference are adopted
- 2021/028 **EMPLOYMENT MATTERS**
The council agreed to write to the member of public involved in this matter.
Proposed: Cllr Jowett **Seconded:** Cllr Thackwray
All in favour
Resolved: The chair be authorised to write a letter on behalf of the staffing committee.
- 2019/028 **PUBLIC QUESTION TIME**
None recorded
- 2019/030 **DATE OF NEXT MEETING**

The date of the next meeting will be arranged by the clerk.

There being no further business the meeting closed at 7.00pm