

**CLAYTON PARISH COUNCIL  
STAFFING COMMITTEE  
MEETING HELD AT VILLAGE HALL– 2<sup>nd</sup> August 2021 at 7.00PM**

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**Minutes - draft**

- 2021/031      **PRESENT**  
Councillors: Pitts (chair), Thackwray, Findlay, Jowett & Ilyas
- 2021/032      **IN ATTENDANCE**  
Helen Rankin (asst clerk)  
Claire Hepton (clerk)  
2 members not serving on the committee.
- 2021/033      **APOLOGIES FOR ABSENCE**  
None
- 2021/034      **DISCLOSURES OF INTEREST**  
None
- 2021/035      **ADMISSION OF THE PUBLIC**  
No Items recorded.
- 2021/036      **PREVIOUS MINUTES AND MATTERS ARISING**  
**Resolved:** Minutes from 28<sup>th</sup> June 2021 were accepted as a correct record of the meeting.  
**Proposed:** Cllr Thackwray                      **Seconded:** Cllr Ilyas  
**All in favour**  
**Resolved:** that the minutes of 28<sup>th</sup> June 2021 were accepted as a true record.
- 2021/037      **CONTRACTUAL ARRANGEMENTS**  
  
Members reviewed the following:
- Both members of staff needed their contracts updating to ensure that they are up to date with their current working conditions/hours of work etc.
  - Office rent allowance. This had not been reviewed since 2016. Agreement needs looking at as costs would have increased over time.
- Following an initial discussion, it was agreed to set up a sub-committee to look into this further and to then report back to the staffing committee.
- Nominated:** Cllr Findlay and Cllr Pitts
- Proposed:** Cllr Ilyas                                      **Seconded:** Cllr Thackwray  
All in favour
- Resolved:** That a sub-committee be set up to ensure that all was current and up to date.
- Work phone – all members agreed that the clerk should not be using her personal phone for office work. Members agreed that it would be possible to purchase a smart phone i.e iPhone on a contract for 24 months with enough data/calls and texts for about £30-40/month.
- Proposed:** Cllr Jowett                                      **Seconded:** Cllr Thackwray  
All in favour

**Resolved:** That the clerk go ahead and arrange to purchase a contract work phone.

- Timesheet – members all agreed that the nature of the role required great flexibility. Hours could vary from week to week and that it was agreed that some weeks more/less hours would be done and this would work out over the month. Extra hours were recorded for Bradford Council where payments were made, some extra hours were taken as lieu days. Holidays were calculated by hours and a spreadsheet was used for this.

2021/038

**RECORDING OF MEETINGS**

The committee discussed the advantages/disadvantages to this. In the main the committee agreed that it did not feel that this was necessary. It might be useful in some instances. A policy would need to drawn up. More information at the next meeting

**Proposed:** Cllr Thackwray

**Seconded:** Cllr Jowett

**All in favour**

**Resolved:** That the clerk look at a policy for this and that it would be discussed at the next meeting.

2021/039

**PUBLIC QUESTION TIME**

None recorded

2021/040

**DATE OF NEXT MEETING**

The date of the next meeting will be 6<sup>th</sup> September 2021

**There being no further business the meeting closed at 7.45pm**