

**CLAYTON PARISH COUNCIL
STAFFING COMMITTEE**

**MEETING HELD AT CLAYTON VILLAGE HALL
Monday 13th June 2016 at 6.30pm**

Minutes

2016/001

PRESENT

Councillors; Pitts, Kaushal-Bolland, Hillyard and Saunders

2016/002

IN ATTENDANCE

Claire Hepton, Clerk

2016/003

ELECTION OF A CHAIRMAN

Cllr Saunders was nominated

Proposed: Cllr Hillyard

Seconded: Cllr Pitts

All in favour

2016/004

APOLOGIES FOR ABSENCE

None

2016/005

DISCLOSURES OF INTEREST

None

2016/006

ADMISSION OF THE PUBLIC

(Clayton Parish Council Standing Order No 67)

None of the tabled items to be discussed were required to be held in closed sessions.

2016/007

REVIEW THE TERMS OF REFERENCE FOR THE STAFFING COMMITTEE

The terms of reference were accepted and would be put before full council for ratification. All governance and procedural documents to be held in one file together.

Proposed: Cllr Pitts

Seconded: Cllr Hillyard

All in favour

2016/008

STAFF AND COUNCILLOR TRAINING AND TRAINING BUDGET 2016/17

£1200 was currently in the budget. The current courses were approx. £45/delegate. Main issue is that the courses are being held quite some distance from Clayton making accessing them rather difficult. Cllr Kaushal-Bolland to speak with YLCA to enquire if there would be any possibility of holding a course at the Village Hall if numbers were sufficient. It was recognized that all councilors should and would benefit from training.

2016/009

PUBLIC CONSULTATION AND QUESTION TIME

No public in attendance hence no questions raised.

2016/010

DATE OF NEXT MEETING

The date of the next meeting of the Staffing Committee will be on Tuesday 30th August at 6.30pm at the Village Hall.

There being no further business the meeting closed at 7.30pm