

**CLAYTON PARISH COUNCIL
STAFFING COMMITTEE**

**MEETING HELD AT CLAYTON VILLAGE HALL
Thursday 16th March 2017 – 6.00pm**

Minutes

- 2017/040 **PRESENT**
Councillors; Vasey (Committee chairman) Pitts and Kaushal-Bolland.
- 2017/041 **IN ATTENDANCE**
Claire Hepton, Clerk
- 2017/042 **APOLOGIES FOR ABSENCE**
Cllr Brar – apologies approved
- 2017/043 **DISCLOSURES OF INTEREST**
None received.
- 2017/044 **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.
- 2016/045 **PREVIOUS STAFFING MINUTES**
Proposed: Cllr Kaushal-Bolland Seconded: Cllr Pitts
All in favour
Resolved: That the minutes from the last meeting on 9th February 2107 are approved and signed by the Chairman.
- 2017/046 **PUBLIC CONSULTATION AND QUESTION TIME**
No public in attendance hence no questions raised.
- 2017/047 **CLERK'S CONTRACT/SALARY WITH EFFECT FROM APRIL 2017**

Cllr Kaushal-Bolland had prepared a new contract for the clerk to reflect the recent changes that the committee had approved. The salary banding was also included subject to approval from full council at the meeting this evening. LC2 was the band with SCP 30 as the starting point.
- 2017/048 **ASSISTANT CLERK/VOLUNTEER CO-ORDINATOR**
Following the recent interviews Helen Rankin had been offered the position subject to references. Contract was in line with NALC standards. A starting SCP of 18 had been proposed, the new member of staff was moving from an existing job with more hours and the start point was comparable to where she was currently at.
Proposed: Cllr Kaushal-Bolland Seconded: Cllr Pitts.
All in favor.
Resolved: That the starting point for the asst clerk/volunteer co-ordinator be LC1 – SCP18.
- 2017/049 **DATE OF NEXT MEETING**
The date of the next meeting of the Staffing Committee will be on 3rd April 2017 at 8.15pm at the Village Hall.
There being no further business the meeting closed at 6.30pm