

CLAYTON PARISH COUNCIL

**STAFFING COMMITTEE MEETING
MONDAY 5TH DECEMBER 2016**

At The Village Hall, Clayton 7.30pm

ATTENDANCE RECORD

**Would all members and officers please sign the attendance record below?
Thank you.**

CLAYTON PARISH COUNCIL

STAFFING COMMITTEE

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YOU ARE HEREBY SUMMONSED to attend the meeting of **Clayton Parish Council's Staffing Committee on Monday 5th December 2016** at **Clayton Village Hall** commencing at **7.30pm** for the purpose of transacting the following business.

Members of the Press and Public are invited to attend and may address the Council when tabled at the invitation of the Chairman.

Claire Hepton

Claire Hepton
Clerk to Clayton Parish Council

Tel: 07812584615
email: clerk@clayton-pc.gov.uk

AGENDA

1. APOLOGIES FOR ABSENCE

To receive and consider the acceptance and approval of Absence notified by Members of the Committee.

2. DISCLOSURES OF INTEREST

To receive disclosure of personal and/or prejudicial interests from members of committee on matters to be considered at the meeting. The Disclosure must include the nature of the interest.

Note: Members may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial. A personal interest is prejudicial if it is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Member's judgment of the public interest. Members must withdraw from the meeting if the interest is prejudicial unless a dispensation has been obtained from the Standards Committee.

Members are reminded that under the Members Code of Conduct they must register within 28 days changes to their financial and other interest and notify the Monitoring Office of any gifts and hospitality received.

3 ADMISSION OF THE PUBLIC

(Public Bodies (Admissions of Meetings) Act 1960, Schedule 12a and Clayton Parish Council Standing Order No. 67)

To determine if any of the tabled items to be discussed require to be held in closed session.

4. PREVIOUS PLANNING COMMITTEE MINUTES AND PROGRESS REPORT, FOR INFORMATION ONLY, ON MATTERS ARISING FROM THE MINUTES WHICH ARE NOT INCLUDED ON THE AGENDA

(Papers previously circulated to Members)

The Chairman/Parish Clerk will detail any progress made on matters arising from the minutes.

To receive the Minutes of Clayton Parish Council's planning meeting held on **5th September 2016**

Recommended: That the presented minutes are accepted as a correct record of Clayton Parish Council's Planning Committee meeting held on **5th September 2016**.

5. PUBLIC CONSULTATION AND QUESTION TIME

To receive questions/comments from the Public on:

- Any matter which is tabled for discussion on the Agenda;
- Any other matter of public interest which is within the responsibilities of Clayton Parish Council's Planning Committee, and;
- To receive suggestions of items for inclusion in the Agenda of the next Planning Committee meeting from the public and also from members of Clayton Parish Council's Planning Committee.

6. TERMS AND CONDITIONS OF THE CLERK'S CONTRACT

EXPENSES/ WORKING FROM HOME –

- The clerk's contract states that travel expenses are not payable for attending any meetings nor distributing agenda's. Currently no receipts are submitted to cover any of the costs that are incurred carrying out council work. For example arranging for the printing of the agenda's and then delivering them to all councilors' costs approx. £9 in fuel alone. This is at a minimum as there is a lot of driving done some weeks more than others i.e. getting cheques signed, liaising with contractors, displaying notices etc. (Full details are attached).
- The clerk receives £13.50/week for using her home as an office (this was originally based on working 10 hours a week clerk now is employed for 18). This is to cover heating, lighting, telephone etc.

Council are asked to consider whether fuel costs should be payable to the clerk for carrying out council business and if the weekly rent paid is still appropriate.

CLERK HOURS/ASSISITANT CLERK

- With more services potentially being devolved from Bradford Council the Parish Council are asked to look at forward planning and to consider the impact of this on the clerk's hours. What effect will this have on staffing requirements? What if anything should the council be looking at for the future?

7. Migration to Office 365

It is proposed that the accounts of the Clerk and Chairman are migrated to Office 365 to enable better collaboration. This will serve as a good pilot before further consideration to migrate other users in 2017/18. The cost of this is £7.80 per user/month plus VAT.

7. DATE OF NEXT MEETING

To agree date and time of the next meeting of Clayton Parish Council's Planning Committee which will be held at Clayton Village Hall