

# **CLAYTON PARISH COUNCIL**

**STAFFING COMMITTEE MEETING  
MONDAY 6<sup>TH</sup> NOVEMBER 2017**

**At Clayton Library, Clayton 8.00pm**

---

## **ATTENDANCE RECORD**

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

# CLAYTON PARISH COUNCIL

## STAFFING COMMITTEE

-

**YOU ARE HEREBY SUMMONSED** to attend the meeting of **Clayton Parish Council's Staffing Committee on Monday 6<sup>th</sup> November 2017** at **Clayton Library** commencing at **8.00pm** 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 STAFFING 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 staffing meeting held on **18<sup>th</sup> September 2017**

**Recommended:** That the presented minutes are accepted as a correct record of Clayton Parish Council's Staffing Committee meeting held on **18<sup>th</sup> September 2017**.

- The clerk and assistant clerks increase in hours was approved by full council.

**5. REVIEW OF THE CO-OPTION PROCEDURE**

As previously discussed minute no 2017/066 the committee is to look at the co-option procedure. Terms of reference have been updated to allow the committee to proceed. Committee is asked to approve the new terms of reference. Committee also needs to consult the competency check list and make any alterations that they see fit. Both items will need to go to full council for approval.

**6. 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 Staffing Committee, and;
- To receive suggestions of items for inclusion in the Agenda of the next Staffing Committee meeting from the public and also from members of Clayton Parish Council's Staffing Committee.

**7. DATE OF NEXT MEETING**

To agree date and time of the next meeting of Clayton Parish Council's Staffing Committee which will be held at Clayton library.