

CLAYTON PARISH COUNCIL

TO: ALL MEMBERS OF CLAYTON PARISH COUNCIL

YOU ARE HEREBY SUMMONED to attend an Extraordinary Meeting of Clayton Parish Council to be held at Clayton Village Hall on **Monday 28th June 2021 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.

J Thackwray

Chairperson to Clayton Parish Council

E-mail: j.thackwray@clayton-pc.gov.uk

Date: 22nd June 2021

AGENDA

1. APOLOGIES FOR ABSENCE

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

2. DISCLOSURES OF INTEREST
(Members Code of Conduct)

To receive disclosures of interests from Members on matters to be considered at the meeting as detailed in the Parish Council Code of Conduct adopted at the Parish Council meeting on 15 November 2012.

A Member must register with the Monitoring Officer any change to interests or new interests in Appendix A and B within 28 days of becoming aware of it.

A Member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a "sensitive interest".

A sensitive interest is one which, if disclosed on a public register, could lead the Member or a person connected with the Member to be subject to violence or intimidation.

3. ADMISSION OF THE PUBLIC

(Public Bodies (Admission to Meetings) Act 1960, Local Government Act 1972 s100/100A ss2/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 PARISH COUNCIL 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)

To receive the Minutes of Clayton Parish Council's meeting held on 20th May 2021. The Chairman/Parish Clerk will detail any progress made on Matters Arising from the Minutes

Recommended: that the minutes from 20th May 2021 are accepted as a true record.

5. GDPR

A data breach assessment has been carried out. Details will be provided at the meeting.

6. RESTRUCTURE OF THE ALLOTMENT COMMITTEE/TERMS OF REFERENCE

Members will recall that at the January meeting minute no 2021/012 it was agreed to form an allotment committee consisting of a councillor and a 'non councillor'. Council members are wanting to reform with councillor membership only.

Current membership

Cllr Shutt

Cllr Player

Cllr Ilyas

Cllr Jowett

Cllr Thackwray (ex officio)

Any other councillor wishing to be nominated should make themselves known at this point.

The redrafted terms of reference are attached for approval.

7. SUBJECT ACCESS REQUEST (SAR)

The council as 'data controller' has received a SAR from a member of the public. Information will be provided to members on this. Members are asked to consider this alongside the current workload of the clerk.

8. TO NOTIFY THE CLERK OF MATTERS FOR INCLUSION ON THE AGENDA OF THE NEXT MEETING.

9. DATE OF NEXT MEETING

To confirm the date and time of the next meeting of Clayton Parish Council due to be held on 15th July 2021 at 7pm.