

# **DRAFT MINUTES OF DRAYTON PARISH COUNCIL STAFFING COMMITTEE MEETING**

held on Thursday 4<sup>th</sup> February 2021 at 6:45pm

This meeting was held under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations via ZOOM.

Committee Members Present: Cllrs J Anderson, A Crotch, N Quinsey.

Also present: Clerk; Mr J Hall.

**1. Attendance**

All present.

**2. Declarations of Interest and requests for dispensations**

None.

**3. Public Forum**

No public present.

**4. Update on committee matters to agree and necessary action to include:**

- Clerks attendance at Practitioners. – It was agreed that the Clerk could attend the Practitioners conference. The Committee raised concerns that attendance could impact the requirement to ensure no more than 32 hours are worked each week. Any impact to the hours needing to be worked due to this training will be the responsibility of the Clerk and he will ensure that his working week does not exceed 32 hours.
- Diary Dates for Appraisals. These have been booked for 16<sup>th</sup> February 2021. Clerk's appraisal date to be agreed with Chairman in due course.

**Meeting ended 7.03 pm**