

CRICH PARISH COUNCIL

Glebe Field Centre,
Glebe Field Close,
Crich
Derbyshire
DE4 5EU

Tel: 01773 853928

E-mail: crichparishcouncil@btconnect.com

20th July 2020

Dear Councillor

You are summoned to attend the Meeting of Crich Staffing Sub-Committee on Monday 27th July 2020 at 10.00am via video conference.



Carolyn Jennings
Clerk & RFO

AGENDA

1: APOLOGIES FOR ABSENCE

To note apologies for absence.
None

2: VARIATION OF ORDER OF BUSINESS

3: DECLARATION OF MEMBERS' INTERESTS

- a) To enable Members to declare the existence and nature of any Disclosable Pecuniary Interest they have in subsequent agenda items, in accordance with the Parish Council's Code of Conduct. Interests that become apparent at a later stage in the proceedings may be declared at that time.
- b) To receive and approve requests for dispensation from members on matters in which they have a Disclosable Pecuniary Interest.

4: CONFIDENTIAL INFORMATION

To move the following resolution: 'That in view of the confidential nature of the business about to be transacted (in respect of the personal situation of a Member or employee which could result in legal proceedings) it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw'. Any documents referring to the confidential discussion are supplied also confidential.

5: CLERK – C JENNINGS

- a) Annual leave sheet for 2019-20 – close of year. To be signed by Council Chair, Cllr M Lane – at later date.

Appendix A

- b) Annual leave sheet for 2020-21 – start balance and entries. To be signed by Council Chair, Cllr M Lane – at a later date.

Appendix B

- c) Time sheets – January, February, March, April, May, June - to be reviewed. To be signed by Council Chair, Cllr M Lane – at a later date.

Appendix C

6: REVIEW ROLE OF CLERK & RESPONSIBLE FINANCIAL OFFICER

Background summary attached

Appendix D

Update on progress from Finance Committee Chair Cllr V Broom, Council Chair Cllr M Lane, and Vice Council Chair Cllr P Yorke.

7: STAFFING SUB-COMMITTEE TERMS OF REFERENCE

Reminder: Full Council agreed: “Staffing Sub-Committee Terms of Reference to be reviewed after six months from first meeting”. This will be on the Staffing Sub-Committee Agenda for 19th October 2020.

The Finance Committee Terms of Reference to be reviewed at the Finance Committee Meeting on 19th October 2020, with regard to including reference to Staffing Sub-Committee.

8: NEXT MEETING

Monday 19th October 2020 – 10.00am

Location/method to be agreed closer to meeting date.