

**PRESENT:** Cllrs. Sandy Simpson (Chairman), Robert Carey, Keith Martin and Chris Charter

**In attendance:** Mrs. Louise Chater (Clerk)

**07.16 PUBLIC QUESTION TIME**

None.

**08.16 APOLOGIES AND REASONS FOR ABSENCE**

County Cllr. Pieter Montyn - prior engagement.

**09.16 CODE OF CONDUCT**

1. Declarations of Interest on items included on the agenda - none.
2. Dispensation requests - none.

From this point forward the Chairman may resolve to close the meeting to the public.

**10.16 CLERKS CONDITION OF EMPLOYMENT**

1. Review of hours worked financial year ended 31 March 2016 - the Chairman stated the Clerk is contracted to work 10 hours per week, 25 days' annual leave, 2 statutory days plus bank holidays holiday year for 1<sup>st</sup> April - 31 March. The Clerk is contracted to work 450 hours it was noted that the Clerk had worked 73.90 extra hours, which worked out as an extra 1.4 hours per week. The Clerk had accepted a proposal to pay her £450.00 in connection with these hours.

2. Review of hours worked following end of year assessment of hours worked in previous year.

Over a number of years there has always been a project which has taken additional time. There were two possible solutions to this:

Proposal one: Increase hours to 11 hours per week, however, the clerk would only be required to work 10 hours per week so that the extra hour per week were banked for extra projects.

Proposal two: Ensure that the Council budget for extra hours and the Clerk claim the extra hours worked during the project rather than at the end of the year. It was agreed that more consideration needed to be given to the Clerks hours prior to commencing any project and this should be costed into the project, for example, the Western Manhood Consortium the Parish Council should have recharged the member councils to cover the cost of the additional hours worked.

Proposal two was agreed

On a proposal by Cllr. Carey it was agreed that the Clerks additional hours worked and mileage associated with the fete be charged to the fete project.

Subsequent to meeting it was agreed to charge 50% to the parish council.

**11.16 RECOMMENDATION TO FULL COUNCIL**

On a proposal by Cllr. Simpson it was RESOLVED to pay the Clerk £450.00 for the extra hours worked and to review hours quarterly and if appropriate recharge the additional hours to projects.

The meeting closed at 6.30pm

Signed \_\_\_\_\_ Chairman to Earnley Parish Council Employment Committee

Dated \_\_\_\_\_