

CORSCOMBE HALSTOCK AND DISTRICT PARISH COUNCIL MEETING 29.7.24**CONFIDENTIAL****Agenda item CLERK'S PAY**

1. The clerk has approached the Chairman and Vice Chairman with a request to be paid a standard number of hours each month, instead of actual hours performed during each month.
2. This would:
 - be in line with clerks elsewhere,
 - provide a regular income flow which is now needed, and
 - avoid an issue with accounting for Income Tax deductions.
3. Our response was to identify how many hours a week this would comprise, and how much any additional cost might be.
4. The current contract estimates hours between 6 and 8 per week (hpw). The clerk has been working on average under 7hpw but an allowance has to be added for holiday pay, so an agreed compromise figure is 7hpw.
5. The extra cost to the Council of agreeing this figure is negligible.
6. There would still be a requirement to keep a record of time use for management purposes but this would not be a basis for payment.

It is recommended:

1. The clerk's basis of pay be switched to 7hpw with effect from 1st July 2024
2. The clerk's contract of employment be amended as follows:
 - a. Clause 6.2 from "the clerk will be paid on the basis of a monthly timesheet" to "the Clerk will be paid on the basis of 7 hours per week".
 - b. Clause 8.2 from "for the purposes of this contract holiday pay is subsumed into the basic hourly rate as shown at appendix D" to "for the purposes of this contract holiday pay is subsumed into the hourly rate prescribed under NJC conditions of service".

Henry Lovegrove, Vice Chairman
23.7.24