

# THURSTON PARISH COUNCIL

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## To review Clerk's hours to date in light of COVID-19 – paper submitted to full Council 03.06.20

### Agenda Item 10f)

Background: Council's Financial Regulations states that (7.1) "The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee" & ( 7.3) "No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee".

Points to note:

1. Clerk contracted to work 22.5 hours per week with a further 12 hours spent a month on planning matters.  
Total per year 1314 hours – roughly equates to 109.5 per month.
2. Clerk contracted to attend meetings scheduled outside of daytime hours – on average equals between 6 and 10 hours per month.
3. Holiday entitlement is based on contracted hours which equals 18.92 days

For consideration:

1. Hours worked to date:

March:	contracted:	108.0	worked:	118.0
April:	contracted:	117.0	worked:	153.5
May:	contracted:	109.5	worked:	148.0
		334.50		419.5

	Budgeted	Actual
Detailed breakdown verified by Chair and Vice-Chair	CONFIDENTIAL	CONFIDENTIAL
Total Impact	CONFIDENTIAL	CONFIDENTIAL
Cost to Council		<b>2199.77</b>

**Proposal – to approve the recommendation from the Policy and Resources Committee (meeting of 15.05.20) that the above hours be approved and fully funded by the Parish Council.**