



Official Notice of an Ordinary Meeting of SHERBURN IN ELMET PERSONNEL COMMITTEE

Date: Wednesday 16th April 2025

Time: 7pm

Venue: Barry Whiteley Room, Eversley Park Centre, Low Street, Sherburn in Elmet, LS25 6BA

You are hereby summoned to attend the ordinary meeting of Sherburn in Elmet Personnel Committee detailed above and to consider and resolve the business transactions on the agenda below.

Georgina Ashton

Proper Officer
11th April 2025

AGENDA

PC/25/64	To appoint a minute taker in the absence of staff
PC/24/65	To receive and approve reasons for absence a. To receive and note apologies for absence b. To consider approving reasons for absence.
PC/24/66	To note Dispensation Requests a. Any written requests for dispensation the Clerk may have received from Councillors
PC/24/67	To receive Declarations of Interests from Members a. To receive Declarations of Interests from Members not already declared under members Code of Conduct or members register of interests, in any business to be transacted. b. To consider any dispensation requests received.
PC/24/68	Public Speaking Session (20 Minutes) Members of the public and representatives from other organisations are invited to speak during this session. We ask that each person keeps the presentation short. (<3 mins).
PC/24/69	To approve as a correct record the Minutes of the Personnel Committee Meeting held on the 24 th February 2025 <i>Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</i>
PC/24/70	General Staffing Matters a) To consider the job description and any other documents relating to the clerk position b) To consider any interim staffing requirements c) To consider the Maintenance Officer job description and duties
PC/24/71	Next Meeting of Sherburn in Elmet Town Council Personnel Committee To confirm a date, time and venue for next meeting of the Personnel Committee