



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

**Date:** Monday 20 January 2025

**Time:** 6pm

**Venue:** Council Office, 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

15<sup>th</sup> January 2025

## AGENDA

PC/25/50	<p><b>To receive and approve reasons for absence</b></p> <p>a) To receive and note apologies for absence.</p> <p>a) To consider approving reasons for absence.</p>
PC/24/51	<p><b>To note Dispensation Requests</b></p> <p>b) Any written requests for dispensation the Clerk may have received from Councillors.</p>
PC/24/52	<p><b>To receive Declarations of Interests from Members</b></p> <p>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.</p> <p>b. To consider any dispensation requests received.</p>
PC/24/53	<p><b>Public Speaking Session (20 Minutes)</b></p> <p>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. (&lt;3 mins).</p>
PC/24/54	<p>To approve as a <b>correct record the Minutes</b> of the Personnel Committee Meeting held on the 25<sup>th</sup> November 2024</p> <p><i>Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</i></p>
PC/24/55	<p>General Staffing Matters</p> <p>a) To approve staff timesheets and consider overtime/TOIL records</p> <p>b) To note staff annual leave requests</p> <p>c) To receive an update on the outstanding task list / action log and progress/monitoring on tasks</p> <p>d) To discuss and consider any staff concerns and the appointment of a disciplinary panel</p> <p>e) To discuss and consider to establishing a framework for a meeting to discuss hours allocations for office staff and to agree a schedule.</p> <p>f) To discuss and consider the forward planning of the Clerk's role from 01 April 2025.</p>
PC/24/49	<p><b>Next Meeting of Sherburn in Elmet Town Council Personnel Committee</b></p> <p>To confirm a date, time and venue for next meeting of the Personnel Committee.</p>