



# Minutes of the Ordinary Meeting of SHERBURN IN ELMET PERSONNEL COMMITTEE

**Date:** Monday 12<sup>th</sup> February 2023

**Time:** 6pm

**Venue:** Council Office, Eversley Park Centre, Low Street,  
Sherburn in Elmet, LS25 6BA

**In attendance:** Cllr G Limbert (Chairman), Cllr P Baumann, Cllr S Bradder and Cllr Tant-Brown.

**Officers:** G Brennan, Deputy Clerk and G Ashton, RFO. No members of the public present.

*The meeting opened at 6:00pm.*

Minutes of the meeting

PC/24/37	<p><b>To receive and approve reasons for absence</b></p> <p>a) To receive and note apologies for absence. Apologies received in advance of the meeting from Cllr J Brook.</p> <p>b) To consider to approve reasons for absence.</p> <p><b>Resolution: to approve the reasons for absence from Cllr Brook. Unanimous.</b></p>
PC/24/38	<p><b>To note Dispensation Requests</b></p> <p>Any written requests for dispensation the Clerk may have received from Councillors. – None received.</p>
PC/24/39	<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. - None received.</p> <p>b. To consider any declaration of interest requests received. None received.</p>
PC/24/40	<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). – None present.</p>
PC/24/41	<p>a) To approve as a <b>correct record the Minutes</b> of the Personnel Committee Meeting held on the 9<sup>th</sup> October 2023 Meeting held on the 4<sup>th</sup> December 2023</p> <p><i>Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</i></p> <p><b>Resolution: to accept and approve the minutes of the meetings held on 9<sup>th</sup> October and 4<sup>th</sup> December 2023 as a true and accurate record. Unanimous.</b></p>
PC/24/42	<p><b>General Staffing Matters.</b></p> <p>a) To receive a staff update to include workloads, capacity and any backlogs AMM – gabions will be completed and filled by Friday 16<sup>th</sup> February 2024. Consideration of a contractor to complete the works at the car park. Clerk to source 3 quotations for the completion of the car park (and waste area) at Allotments Gardens. Admin – discussion of lease agreement and current state of, TCRP projects and tender documentation. Suggest end deadline of 01 March 2024 for surrender of the lease agreement and the lease itself. Council members would like some further clarity on the use of sponsorship for events and the relationship with VAT registration.</p>



Clerk to seek information from Selby Town Council and YLCA ticket in the first instance and the cost of VAT specific advice for Town Councils from the Parkinson Partnership (Consultancy advice). Tool inventory for the AMM to be produced and to start purchasing of relevant tools and equipment. Discussion around MUGA hire and current booking /invoicing system. Already generated £4.5k of income for 2023/24.

- b) To receive a staffing report and consider long-term staffing strategy/structure.

Led by Cllr Limbert – back in June 2023, decision to appoint Administrative Officer and in October Personnel agreed 30 hrs for DC, 17 hrs for RFO and 30 hrs for AO. Agreement in principle to recruit internally, Clerk, Deputy Clerk and RFO.

**Resolution: to approve the agreement in principle to recruit internally the posts of Clerk, Deputy Clerk and RFO. Unanimous.**

**Resolution: to approve the total hours of office staff of 79 hours, splitting the hours as follows: Clerk working at 30 hrs, Deputy Clerk working at 30 hrs and RFO working at 19 hours. Unanimous.**

**Resolution: for the recommendation to full council to retain the overtime staffing budget at circa £1,000 for 2024/2025 with a budget change of the additional 2 hours per week for the RFO to be taken from the overtime budget. Unanimous.**

**Resolution: recommendation to full council to create three permanent contracts for the following roles:**

- a) Clerk at 30 hrs pw – LC3 SCP
- b) Deputy Clerk at 30 hrs pw – LC2 SCP18-23 – Scale 21
- c) RFO at 19 hrs pw. – LC3 SCP 37-41 – scale point for qualified Clerk

**Unanimous.**

**Resolution: to exclude the press and public by virtue of Public (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed as such, publicity of which is considered to be prejudicial to the public interest. Unanimous.**

Clerk and RFO left the room for discussion to ensue.

Voting took place as follows:

**Resolution: to advertise the Clerk role on LC3 SCP 37-41 2 for, 2 against. Chairman used casting vote. Motion failed.**

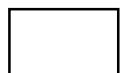
**Resolution: to advertise the Clerk role on LC3 SCP 29-32, appointment on SCP 30. To be reviewed at 3 month (May) and 6 month (August) intervals, 2 for, 2 against. Chairman used casting vote. Motion carried.**

*Staff re-entered the meeting.*

**Resolution: to re-open the meeting to the press and public by virtue of Public (Admission to Meetings) Act 1960. Unanimous.**

- c) To approve staff timesheets and consider overtime/TOIL records

To note 10 additional hours of TOIL accrued by the Facilities Operator, potential to pay as overtime at the financial year end.



	<p>d) To consider staff annual leave requests No annual leave requested above 2 weeks.</p> <p>e) To consider training and development requests Principles in Internal Auditor course for the RFO has not yet been launched. RFO has spoken to the Programme leader for the MA in Public Leadership to see if she can bypass the BA in Community Governance using previous qualifications as entry to the MA in Public Leadership. RFO attending a teams call with the Programme lead to discuss.</p> <p><b>Resolution: for the Administrative Officer to enrol on the ILCA qualification. Introduction to Local Council Administration. Unanimous.</b></p>
<b>PC/24/43</b>	<p><b>Policy and HR</b></p> <p>a) To review and consider staff contracts and job descriptions Both the Clerk and the RFO have discussed and offered the new NALC model contract but this has not been returned or signed to the office from the outstanding staff member. Clerk to write to relevant staff member to request returned signed copy of new contract and new job title by 31 March 2024 as a final deadline.</p>
<b>PC/24/44</b>	<p><b>Finance and Budget Review.</b></p> <p>a) To note current budget position for 2023-2024 RFO circulated latest budgeting report up to 12 February 2024.</p>
<b>PC/24/45</b>	<p>a) To receive an update on the council van Roof rack purchased and to be fitted. Quotes for signage livery on the van in process. Van policy needs to be returned to the Clerk by the AMM, all other paperwork in order.</p> <p>b) To receive an update on the office decoration Painting and blinds completed.</p> <p>c) TCRP projects update and consider staffing requirements. Floodlights contractor organised. Tennis courts tender is almost ready for a draft version. Queries over the SWR Club Ltd directors who may not all feel well communicated. RFO to confirm with director contact that this is shared with all directors. Fairways project is ongoing, tender pack has been prepared by the consultancy firm and is ready for advertisement. EPC Entrance project is ongoing, slow and requires contact with the consultants appointed.</p> <p>d) To note Facilities Operator TOIL arrangement – noted.</p>
<b>PC/24/46</b>	<p><b>Next Meeting of Sherburn in Elmet Town Council Personnel Committee</b></p> <p>a) To confirm a date, time and venue for next meeting of the Personnel Committee. – Monday 26<sup>th</sup> February 2024. 6pm.</p>

*The meeting closed at 8.24pm*

Chairman's signature: \_\_\_\_\_

Date: \_\_\_\_\_

