



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

**Date:** Monday 04<sup>th</sup> March 2024

**Time:** 6pm

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

**In attendance:** Cllr Limbert (Chairman), Cllr Baumann, Cllr Brook, Cllr Bradder, Cllr Tant-Brown (arrived at 6.08pm)

**Officers:** G Ashton, RFO and G Brennan, Deputy Clerk. In addition, 3 members of the public.

*Late arrivals: Cllr Tant-Brown (6.08pm)*

*early departures:*

*The meeting opened at 6.07pm*

## Minutes of the Meeting

PC/24/46	<p><b>To receive and approve reasons for absence</b></p> <p>a) To receive and note apologies for absence. None</p> <p>b) To consider to approve reasons for absence. None – noted that Cllr Tant-Brown would be a couple of minutes.</p>
PC/24/47	<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/24/48	<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. None received.</p>
PC/24/49	<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. No members of the public present.</p>
PC/24/50	<p>a) To approve as a <b>correct record the Minutes</b> of the Personnel Committee Meeting held on the 12<sup>th</sup> February 2024 <i>Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</i></p> <p><b>Resolution: to approve the Minutes of the Personnel Committee Meeting held on 12<sup>th</sup> February 2024 as a true and accurate record. Unanimous.</b></p>
PC/24/51	<p><b>General Staffing Matters.</b></p> <p>a) To consider applications for the position of Clerk – no applications received.</p> <p>b) To consider an interview panel and interview questions. Not applicable in light of (a) above.</p> <p>c) To consider a date and time of interviews. Not applicable in light of (a) above.</p> <p>d) To consider the registration of the Administration Officer to the SLCC</p> <p><b>Resolution: to approve for the Administration Officer to become a member of the Society Local Council Clerks. Unanimous.</b></p>



	<p>e) To receive any updates on TCRP projects relating to workload for officers The flood lighting company are pencilled in for contracting the start of the work for the last week in March. The draft lease agreement is almost ready for release to the tenant and the landlord.</p> <p><b>Resolution: to update the Strategy Plan for 2024-2025 (including all the TCRP projects) and to include all Town Council projects and Works Schedule during 2024-2025 financial year. Unanimous.</b></p> <p><i>Chairman agreed at this point to revisit agenda item point (a)</i></p> <p>a) To consider applications for the position of Clerk – no applications received.</p> <p><b>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.</b></p> <p>Members reviewed recent events and resolutions agreed at the full council meeting held on 26<sup>th</sup> February and Personnel Committee held on 12<sup>th</sup> February 2024. It was also discussed what is the position now and how can the required staffing profile be achieved.</p> <p><b>Resolution: for office staff to choose 2 Personnel Committee members to have an informal meeting with each officer to establish a mutual understanding of professional support and how to facilitate staff development, managing the office and business resilience. For the meetings to take place before 15<sup>th</sup> March 2024. Proposals to be presented to Personnel Committee before 8<sup>th</sup> April 2024. Unanimous.</b></p> <p><b>Resolution: to formally write to the Deputy Clerk and RFO to extend their (temporary additional) contracts of employment pending the role review and resolution from Personnel Committee/Full Council. Unanimous.</b></p>
PC/24/52	<p><b>Policy and HR</b> No additional discussion points raised.</p>
PC/24/53	<p><b>Finance and Budget Review.</b> a) To consider training and development requests for staff and next steps No additional discussion points raised.</p>
PC/24/55	<p><b>Next Meeting of Sherburn in Elmet Town Council Personnel Committee</b> a) To confirm a date, time and venue for next meeting of the Personnel Committee. Monday 25<sup>th</sup> March 2024 – 6pm, Cream Room, Eversley Park Centre.</p>

*The meeting closed at 7.28pm*

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

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

