



SHERBURN-IN-ELMET  
TOWN COUNCIL

# Minutes of the Personnel Committee Meeting of SHERBURN IN ELMET TOWN COUNCIL

**Date:** Monday 8<sup>th</sup> July 2024

**Time:** 6pm

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

**In attendance:** Cllr J Irvin, Cllr Tant-Brown, Cllr J Brook and Cllr J Irvin.

**Officers:** G Ashton, RFO. No members of the public present.

*Late arrivals:* none.

*early departures:* Cllr Tant-Brown 7.26pm

*The meeting opened at 6.00pm*

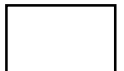
## MINUTES of the Personnel Committee Meeting

PC/25/11	<b>To receive and approve reasons for absence</b> a) To receive and note apologies for absence. Cllr Taylor provided his apologies to the Chairman in advance of the meeting. b) To consider to approve reasons for absence. <b>Resolution: to accept and approve the reasons for absence from Cllr Taylor. Unanimous.</b>
PC/25/12	<b>To note Dispensation Requests</b> c) Any written requests for dispensation the Clerk may have received from Councillors.- None received.
PC/25/13	<b>To receive Declarations of Interests from Members</b> 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 b. To consider any dispensation requests received. - None received
PC/25/14	<b>Public Speaking Session (20 Minutes)</b> - None present
PC/25/15	a) To approve as a <b>correct record the Minutes</b> of the Personnel Committee Meeting held on the 10 <sup>th</sup> June 2024 <i>Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</i> <b>Resolution: to approve and accept the minutes of the last meeting held on 10<sup>th</sup> June 2024 as a true and accurate record. Unanimous.</b>
PC/25/16	<b>Chairman's discretion used to move this agenda item to the end of the meeting. Policy</b> a) 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. b) To note the discussions on current staffing plan and consider any actions.
PC/25/17	<b>General Staffing Matters.</b> a) To receive a staff update to include workloads and capacity The Interim Clerk provided an update on staffing situation and current workloads. b) To approve staff timesheets and consider overtime/TOIL records Noted that the Interim Clerk has accrued 20 hours of TOIL last month and for this to be distributed across the remainder of the financial year with no salary payment. c) To consider staff annual leave requests and to note the calendar for the holiday period (July and August) of reduced staffing

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	<p>Interim Clerk produced a summary of Annual leave arrangements over the summer period to be circulated to all members.</p> <p>d) To consider training and development requests and to note updates with any ongoing, planned training (including staff and members). No requests for training from staff. Chairman encouraged all councillors to take up any relevant training opportunities, Cllr Irvin attending the next YLCA training day at Drax Social Club. To note that the Deputy Clerk has chosen to pause from the CILCA qualification until 2025. Suggestions of both FILCA and ILCA to CILCA qualifications for the Deputy Clerk.</p>
PC/25/18	<p><b>Finance and Budget Review.</b> To note current budget position for 2024/2025 The Interim Clerk presented the current budgeting position for Q1.</p>
PC/25/16	<p><b>Policy</b></p> <p>a) 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. <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>b) To note the discussions on current staffing plan and consider any actions. 6.38pm The Chairman asked the Clerk to be excluded from the meeting. <i>No minutes were taken in the absence of the Clerk.</i></p> <p>6.54pm Both the Clerk and the Chairman re-entered. Following discussion, Cllr Tant-Brown made the decision to resign as Chairman of Personnel Committee and from the Committee itself. <i>Cllr Tant Brown left the meeting. 7.26pm</i> <b>Resolution: to appoint a new member onto Personnel Committee at the next available full council meeting.</b> <b>Resolution: for Cllr Irvin to continue chairing the meeting as Vice-Chairman of Personnel Committee.</b> <b>Resolution: to acknowledge the 20 hrs TOIL from the Interim Clerk/RFO for June and for this to be managed throughout the remainder of the financial year.</b> <b>Resolution: to approve that all requests for additional tasks and workload to be sent to the Interim Clerk and not to individual officers for a trial period.</b> <b>Resolution: for the Interim Clerk to circulate documentation to Personnel Committee that may be useful for reflection and training for all members.</b> <b>Resolution: to ensure that all members have accessibility to the agenda pack either hard copy or electronic version.</b> <b>Resolution: to review the online filing system for Town Council documentation with the Chairman of the Council.</b></p>
PC/25/19	<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 9<sup>th</sup> September 2024</p> <p><i>The meeting closed at 8.27pm</i></p>

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

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

