



Minutes of the Personnel Committee Meeting of SHERBURN IN ELMET TOWN COUNCIL PERSONNEL COMMITTEE

Date: Monday 23rd September 2024

Time: 7pm

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

In attendance: Cllr S Bradder, Cllr J Brook, Cllr M Jordan and Cllr K Taylor.

Officers: G Ashton, RFO. 1 member of the public present.

Late arrivals: none.

early departures: none

The meeting opened at 7pm

MINUTES of the Personnel Committee Meeting

PC/25/20	<p>The meeting will be opened by the Clerk in the absence of an appointed Chairman of the Personnel Committee.</p> <p>a) To appoint the Chairman of the Personnel Committee Resolution: to appoint Cllr Jordan as the Chairman of Personnel Committee for the remainder of the municipal year to May 2025. Unanimous</p> <p>b) To appoint the Vice Chairman of the Personnel Committee Resolution: to appoint Cllr Taylor as the Vice Chairman of Personnel Committee for the remainder of the municipal year to May 2025. Unanimous. Resolution: to put forward the vacant seat on the agenda at the next full council meeting. Unanimous.</p>
PC/24/21	<p>To receive and approve reasons for absence</p> <p>a) To receive and note apologies for absence – none.</p> <p>b) To consider to approve reasons for absence.</p>
PC/24/22	<p>To note Dispensation Requests</p> <p>Any written requests for dispensation the Clerk may have received from Councillors - None received.</p>
PC/24/23	<p>To receive Declarations of Interests from Members</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 dispensation requests received - None received</p>
PC/24/24	<p>Public Speaking Session</p> <p>Resident 1 – sent in some videos to the Council. The Pocket Park is a disgrace and concerned that the Council have staffing issues as well as the Allotment Gardens which is still unfinished with lots of overgrown areas and weeds. Both sites have been neglected. The resident listed all the assets of the council, only four of those are solely managed by the Council. The resident feels that these are not been managed correctly. The maintenance manager should have a weekly schedule of work. If you saw the state of the area, you would see that this hasn't been managed for months. This has gone on for a while and the council are still having issues with maintaining the assets. Suggestion of sharing the software (Safety Culture) with members so that there is a clearer understanding of the functions of the Council and how this interacts with the software.</p>



PC/24/25	<p>a) To approve as a correct record the Minutes of the Personnel Committee Meeting held on the 08th July 2024 <i>Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</i></p> <p>Resolution: to accept and approve as a true and accurate record the minutes of the Personnel Committee meeting held on 8th July 2024. Unanimous.</p>
PC/24/26	<p>General Staffing Matters</p> <p>a) To receive and note annual Staff Appraisals and consider any actions. The current line manager provided a summary of the 4 appraisals she carried out and her own which was conducted in the presence of Cllrs Jordan, Taylor and Bradder.</p> <p>b) To consider any updates to Job Descriptions as a result of the recent appraisal cycle.</p> <p>Resolution: to approve the revisions of the Administrative Officer’s job description. Unanimous.</p> <p>Resolution: for the Interim Clerk to chase the signing off the NALC Model contract of employment for the remaining staff member. If not received by the 30 September 2024, for this to discussed and considered at the next full council meeting. Unanimous.</p> <p>c) To approve staff timesheets and consider overtime / TOIL records.</p> <p>Resolution: to approve timesheets and acknowledge the Interim Clerk’s TOIL accrued (self-managed to financial year end). Unanimous.</p> <p>d) To consider the long-term staffing requirements and scheduled interim review.</p> <p>Resolution: proposal back to full council to consider the recruitment and appointment of a permanent Town Council Clerk. Unanimous.</p> <p>Resolution: proposal back to full council to consider the training needs and associated costs for all staff. Unanimous.</p>
PC/24/27	<p>Policy and HR – no agenda items. Informal discussion took place regarding the removal of a Pear Tree in the park over the weekend.</p>
PC/24/28	<p>Next Meeting of Sherburn in Elmet Town Council Personnel Committee</p> <p>a) To confirm a date, time and venue for next meeting of the Personnel Committee. Date to be confirmed after next full council meeting.</p>

The meeting closed at 8.28pm

Chairman’s signature: _____

Date: _____

