



SHERBURN-IN-ELMET
TOWN COUNCIL

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

Date: Monday 7th October 2024

Time: 6.45pm

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

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

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

Late arrivals: none.

early departures:

The meeting opened at 6.45pm

MINUTES of the Personnel Committee Meeting

PC/25/29	To receive and approve reasons for absence a) To receive and note apologies for absence. None received. a) To consider to approve reasons for absence.
PC/24/30	To note Dispensation Requests b) Any written requests for dispensation the Clerk may have received from Councillors. None received.
PC/24/31	To receive Declarations of Interests from Members 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/24/32	Public Speaking Session (20 Minutes) None present.
PC/24/33	To approve as a correct record the Minutes of the Personnel Committee Meeting held on the 23 rd September 2024 <i>Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</i> Resolution: to accept and approve as a true and accurate record the minutes of the Personnel Committee meeting held on 23rd September 2024. Unanimous.
PC/24/34	General Staffing Matters a) To consider the appointment of a Disciplinary Panel Resolution: to accept and approve the Disciplinary Panel consisting of Cllr Jordan, Cllr Brook and Cllr Bradder. Unanimous. Noted that the last staff member has now signed the NALC model template contract so all 5 employees are on a standard NALC model template contract.
PC/24/35	Next Meeting of Sherburn in Elmet Town Council Personnel Committee To confirm a date, time and venue for next meeting of the Personnel Committee. To be confirmed.

The meeting closed at 6.57pm

Chairman's signature: _____

Date: _____

