

FULL SUTTON & SKIRPENBECK PARISH COUNCIL

The minutes of the Meeting of Full Sutton & Skirpenbeck Personnel Committee held in The Main Lecture Room of the Training Centre, HMP Full Sutton at 6.15pm Monday 20th July 2015.

1. **Present:** Chairman Councillor Pert and Councillors R Westmoreland, P Kite, C Wakefield and the Clerk. No Apologies.
2. **Code of Conduct.**
 - To receive Declarations of Interest from members of the Council on matters relating to the Agenda. There were no Declarations.
 - To note the granting of any dispensations to members of the Council on matters relating to the Agenda. There were no Dispensations.
3. Councillor Westmoreland proposed to co-opt Councillor Wakefield onto the Committee, Councillor Kite seconded and the vote carried unanimously.
4. Chairman Councillor Pert resigned as Chairman and Councillor and left the meeting.
5. Councillor Kite proposed Councillor Westmoreland to be Chairman of the Personnel Committee. Councillor Wakefield seconded.
6. Councillor Wakefield will send the Clerk a copy of the new contract for examination and comments. Contract to reflect that 5 days holiday can be carried over at the end of the leave year (by agreement of a member of the Personnel Committee). These days would need to be taken by 30 April. The Clerk confirmed that she did not wish to join the Council's Pension Scheme.
7. The Clerk will be given an Appraisal three months after being given her objectives by the Personnel Committee.
8. Councillor Wakefield read out the objectives agreed upon by the Personnel Committee and will forward a copy to the Clerk.
9. The date and venue of the next meeting is to be agreed. The meeting was closed at 18.42.

Signed.....Chairman

Date.....

Signed..... Clerk

Date.....