

FULL SUTTON & SKIRPENBECK PARISH COUNCIL

Subject to Personnel Committee ratification.

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 6.30pm Monday 19th October 2015.

1. **Present:** Chairman Councillor Kite and Councillors R & S Westmoreland, 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. The Minutes of the Full Sutton & Skirpenbeck Personnel Committee meeting held on Monday 20th July were confirmed and signed.
4. Councillor Wakefield proposed to co-opt Councillor S Westmoreland onto the Committee, Chairman Kite seconded and the vote carried unanimously.
5. Chairman Kite resigned as member of the committee and left the meeting. Councillor Westmoreland remains Chairman of the Personnel Committee.
6. The Committee and the clerk went through the changes to the new contract. The clerk is to finalise the contract and send to the Personnel Committee for final approval. Contract to then be signed at the next full Parish Council Meeting in November. The Clerk was given her revised objectives.
7. The Clerk was given a revised timesheet to fill in from November. The Clerks appraisal form was discussed, there were no matters of concern going forward.
8. The date and venue of the next meeting is to be agreed. The meeting was closed at 18.56.

Signed.....Chairman

Date.....

Signed..... Clerk

Date.....