

FULL SUTTON & SKIRPENBECK PARISH COUNCIL

Parish Office: 21 Halifax Close, Full Sutton, York. YO41 1NU

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Wednesday 15th June 2016

Dear Councillor

You are hereby summonsed to attend the next meeting of Full Sutton & Skirpenbeck Parish Council Personnel Committee to be held in The Main Lecture Room of the Training Centre, HMP Full Sutton Institute at 6.30pm on Monday 20th June 2016.

R Westmoreland

Chairman to the Personnel Committee

AGENDA

- 1 To receive apologies for absence.
- 2 To receive declarations of interest from members of the committee and to note any dispensation granted to a member of the committee in respect of any item listed on the agenda.
- 3 To resolve the exclusion of the press and public owing to the confidential nature of the business to be discussed.
- 4 To approve the Minutes of the Personnel Committee meeting held on 19th October 2015.
- 5 To appoint a Chairman of the Committee to hold office until the Annual Council Meeting to be held in 2017.
- 6 To review the Clerk's contract of employment, job description and objectives.
- 7 To discuss an incremental rise in salary to be paid from 1st April 2016.
- 8 To discuss an increase of 3 hours per month in order to maintain the website effectively and adhere to the Transparency code. This will be paid for with a grant applied for through ERNLLCA.
- 9 To review the Clerk's Timesheets.