

FULL SUTTON & SKIRPENBECK PARISH COUNCIL

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

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Wednesday 14th October 2015

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 19th October 2015.

R Westmoreland

Chairman to the Personnel Committee

AGENDA

- 1 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.
- 2 To resolve the exclusion of the press and public owing to the confidential nature of the business to be discussed.
- 3 To resolve the co-option of an additional member of the committee.
- 4 To receive the resignation of a member of the Committee.
- 5 To discuss and resolve the content of the Clerk's contract of employment, job description and objectives.
- 6 To discuss the Clerk's Timesheet and Appraisal form.