

# **FULL SUTTON & SKIRPENBECK PARISH COUNCIL**

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

Tel: 01759 747001 Email: [clerk@fspc.org.uk](mailto:clerk@fspc.org.uk)

Wednesday 12<sup>th</sup> July 2017

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 at 6.45pm on Monday 17<sup>th</sup> July 2017.

*C Wakefield* 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 20<sup>th</sup> June 2016.
- 5 To appoint a Chairman of the Committee to hold office until the Annual Council Meeting to be held in 2018.
- 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 1<sup>st</sup> April 2017.
- 8 To discuss keeping the extra 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.
- 10 Date of next meeting to be agreed.