

**FULL SUTTON & SKIRPENBECK PARISH COUNCIL**  
**PERSONNEL COMMITTEE**

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 16<sup>th</sup> March 2020.

1. **To appoint a Chairman of the Committee.** ME proposed LC for Chair, FR seconded and all agreed.
2. **Present:** Cllrs L Chapman (LC), M Edwards (ME) and F Roberts (FR). There were no apologies.
3. **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.
4. **To resolve the exclusion of the press and public owing to the confidential nature of the business to be discussed.** No members of the press or public were present.
5. **To carry out the Clerk's appraisal.** The Clerk's appraisal was completed.
6. **To review and agree the Clerk's annual increment.** ME proposed the increase, LC seconded and all agreed.
7. **Date of next meeting.** The next meeting is scheduled to be held on the 15<sup>th</sup> March 2021. The meeting was closed at 6.54pm.

Signed.....Chairman

Date.....

Signed.....Clerk

Date.....