

**OFFICIAL NOTICE OF
FAIRBURN PARISH COUNCIL – PERSONNEL COMMITTEE MEETING**

Friday 9th September 2022, 5.30pm at Fairburn Community Centre,
North Road, Fairburn, North Yorkshire, WF11 9LA

SUMMONS

Personnel Committee Members of the Parish Council:

You are hereby summoned to a Personnel Committee meeting of Fairburn Parish Council on Friday 9th September 2022 starting at 5.30pm. Please see below the business to be transacted.

Jill Edwards

Chairman to the Council

5th September 2022

AGENDA

- 0922/01** **Welcome & Public participation period** - Council to receive comments on agenda items received from electors.
- 0922/02** **Apologies**
i) Council to receive apologies and note reasons for absence from members;
ii) to consider to accept the reasons for absence.
- 0922/03** **Declarations of Interest**
a) to receive Declarations of Interests from Members not already declared under members Code of Conduct or members register of interests, in any business to be transacted.
b) To consider any dispensation requests received.
- 0922/04** **To approve a meeting with the Acting Clerk for all new councillors to attend in the parish.** This would include going through all documentation held by the Council including policies, minutes, accounts, title deeds and plans and other historic information. This will include electronic and hard copy documentation.
- 0922/05** **To consider appointing a member of the committee to contact Autela for copies of instruction documents and authorisation of wages** (from 1st April 2021 to present)
- 0922/06** **Exclusion of the press and public:** To consider exclusion of the press and public by virtue of Public (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed as such, publicity of which is considered to be prejudicial to the public interest (*agenda 07,08 and 09 only*).
- 0922/07** **To consider the Clerk's current rates of pay, hours worked and financial benefits**
- 0922/08** **To consider instructing the clerk to complete a timesheet, giving a brief synopsis of the work carried out each week.**
- 0922/09** **To consider appointment of a Line Manager for the Clerk.**
- 0922/10** **To consider appointing YLCA to complete a full salary evaluation** - review roles and responsibilities of Acting Clerk (written report with recommendations).
- 0922/11** **Councillors' Reports** - To take & note any points of immediate interest from councillors.
- 0922/12** **Items for the next agenda** - to take suggestions for agenda items
- 0922/13** **Date of next meeting** - 21st September 2022 - 7pm at Fairburn Community Centre

Clerk & Finance Officer: Mr RW Farman, Apartment 7 Croft House, Spout Hill, Brighouse, HD6 3QY
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