

**OFFICIAL MINUTES OF THE MEETING OF
FAIRBURN PARISH COUNCIL – PERSONNEL COMMITTEE MEETING**

Wednesday 5th October 2022 at Fairburn Community Centre,
North Road, Fairburn, North Yorkshire, WF11 9LA

Minutes of the Meeting

The meeting opened at 5.40pm

Attendees: Cllr G Ashton (Chairman), Cllr J Edwards, Cllr J Kos, Cllr T Baker. Apologies received from the Clerk.

09/22/14 **Welcome & Public participation period** - Council to receive comments on agenda items received from electors.

0922/15 **Apologies**
i) Council to receive apologies and note reasons for absence from members;
ii) to consider to accept the reasons for absence.
None.

0922/16 **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.
None.

0922/17 **To consider arrangements for a meeting with the Acting Clerk for all new councillors to attend in the parish as soon as practicable.** 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.
It was agreed that a meeting to go through all PC documentation and assets would be valuable so that an inventory of documentation and assets could be made.

Resolution: to invite the Acting Clerk to a meeting on 12th October, 10am to go through all PC documentation and assets.

0922/18 **To consider information received from Payroll services.**

The Chairman has contacted the payroll company and received the summary documentation for the previous 15 months.

Resolution: to request from the payroll company additional documentation.

0922/19 **To consider completion of YLCA Salary Evaluation documentation**

Council members discussed the evaluation form and this was collated into one document. The council also discussed the cost of the Salary Evaluation process which YLCA offer at a cost of £30ph.

Resolution: To circulate a copy of the model YLCA template for a Job Description and Person Specification for council members to review at the next full council meeting.

Resolution: To agree to submit the YLCA Salary Evaluation documentation asap and to instruct YLCA to carry out their salary evaluation of the Council at their earliest opportunity.

0922/20 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*).

Resolved: that in view of the confidential nature of the business to be transacted under Section 1 of the Public Bodies (Admissions to meetings) Act 1960, the public and press be temporarily excluded from the meeting whilst matters pertaining to these items are discussed.

0922/21 To receive information on progress in an ongoing staffing matter and decide further action where necessary

Resolution: to resolve to agree the Contract of Employment for the Clerk and offer letter back dated to 1st June 2021.

Resolution: to resolve to arrange a review meeting with the Clerk as soon as possible.

0922/22 Councillors' Reports - To take & note any points of immediate interest from councillors.
None

0922/23 Items for the next agenda - to take suggestions for agenda items
Previously circulated on email to the Clerk

0922/24 Date of next meeting – Tuesday 11th October 2022 - 7pm at Fairburn Community Centre

The meeting closed at 7.18pm

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

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