

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

Wednesday 29th March 2023, 7 pm 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 Wednesday 29th March 2023 starting at 7 pm. Please see below the business to be transacted.

Jill Edwards

Chairman to the Council

22nd March 2023

AGENDA

03/23/16 Welcome & Public participation period
Council to receive comments on agenda items received from electors.

03/23/17 Apologies

- i) Council to receive apologies and note reasons for absence from members;
- ii) to consider to accept the reasons for absence.

03/23/18 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.

03/23/19 To appoint a chair of the Personnel Committee

03/23/20 To approve the recruitment process for the clerk position that is currently out on advert, including:

- a) Recruitment panel
- b)
- c) Shortlisting process
- d) Timescales, subject to availability of candidates
- e) Recruitment questions
- f) Line management responsibility, if a new clerk is appointed

03/23/21 Councillors' Reports
To take and note any points of immediate interest from councillors.

03/23/22 Items for the next agenda
To take suggestions for agenda items

03/23/23 Date of next meeting – Wednesday 17th April 2023 - 7pm at Fairburn Community Centre