



North Horsham Parish Council

Roffey Millennium Hall,
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19th May 2017

NOTICE OF A MEETING OF THE PERSONNEL COMMITTEE

Councillors are respectfully summoned to attend a meeting of North Horsham Parish Council Personnel Committee to be held on **Thursday 25th May 2017 at 6.30pm at Roffey Millennium Hall** for the transaction of the business on the agenda below.

Pauline Whitehead BA(Hons) FILCM
Clerk to the Council

Personnel Committee:- Cllr A Britten, Cllr M Loates, Cllr T Rickett, Cllr A Smith, Cllr. S Torn.

AGENDA

1. **Elect a Chairman**
Recommendation:- To nominate and elect a Chairman.
2. **Elect a Vice Chairman**
Recommendation:- No nominate and elect a Vice Chairman.
3. **Public Forum.**
The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Council or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. Business of the meeting will start immediately following the public forum or at 6.45pm whichever is the earlier.
4. **Apologies for absence.**
Recommendation:- To receive apologies for absence.
5. **Minutes.**
Recommendation:- To approve and sign the Minutes of the Personnel Committee Meeting held on 27th April 2017.
6. **Declarations of Interest.**
Recommendation:- To receive any Declarations of Interest from Members of the Council.
7. **Chairman's Announcements.**
There are no Chairman's Announcements to date.
Recommendation:- To receive the Chairman's announcements.
6. **Trainee Clerk – job title**
To better reflect the role.
Recommendation:- To change the Trainee Clerk's Job Title to Committee Clerk.

7. **Exclusion of Press and Public**
Recommendation:- To resolve that the Press and Public be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, for reasons of confidentiality as the following discussion item relates to staff.
8. **Staff Matters**
Report to follow.
Recommendation: To consider a recommendation made by HR Services.
9. **Date of next Meeting – Thursday 7th September 2017 (Scheduled)**

**Please note that the agenda and Clerk's report can be found on the Parish Council website
<http://www.northhorsham-pc.gov.uk/>**