

Dear Councillor,

25th June 2015

You are hereby summoned to attend a meeting of the **Personnel Committee** on **Thursday 2nd July 2015 at 7.30pm at Roffey Millennium Hall** for the transaction of the business shown on the agenda below.

Yours sincerely,

Sue Kemp – Parish Clerk

AGENDA

- 1. To elect a Committee Chairman for the forthcoming year**
- 2. To elect a Committee Vice Chairman for the forthcoming year**
- 3. Public Forum**
Members of the public are invited to put questions or draw relevant matters to the Committee's attention, prior to the commencement of business. This is for a period of up to 15 minutes and shall be limited to 3 minutes per person
- 4. To accept apologies for absence**
- 5. To approve and sign the Minutes of the meeting of 20th November 2014 and the Extraordinary meeting of 8th January 2015**
- 6. Chairman's Announcements**
- 7. To receive any Declarations of Interest from Members of the Committee**
- 8. To consider Committee Budget Monitoring – 31.3.2015**
- 9. Date of next meeting – Thursday 8th October 2015 (scheduled)**
- 10. Exclusion of the Press and Public -**
'To consider whether to exclude the Press and Public from the meeting during the consideration of the following items in accordance with S1(2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that they involve the likely disclosure of exempt information'
- 11. To discuss Staffing issues, in relation to individual staff members –**
 - (a) Staff Changes
 - (b) Staff Appraisals