

Dear Councillor,

1<sup>st</sup> October 2015

You are hereby summoned to attend a meeting of the **Personnel Committee** on **Wednesday 8<sup>th</sup> October 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. 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

**2. To accept apologies for absence**

**3. Chairman's Announcements**

**4. To receive any Declarations of Interest from Members of the Committee**

**5. To consider Committee Budget Monitoring to 30.9.2015 and a draft Committee Budget 2016/2017 (first draft)**

**6. Date of next meeting – Thursday 19<sup>th</sup> November 2015 (scheduled)**

**7. 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'

**8. To discuss current Staffing matters –**

- (a) the appointment of a Deputy Clerk**
- (b) the current situation regarding the Premises Manager**
- (c) the current situation regarding Administrative staff**

To - Councillors Loates, Rickett, Torn, Turner and R. Wilton  
All other Councillors - for information