

Dear Councillor,

11<sup>th</sup> February 2016

You are hereby summoned to attend a meeting of the **Personnel Committee** on **Thursday 18<sup>th</sup> February 2016 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 approve and sign the Minutes of the meeting of 19<sup>th</sup> November 2015**
- 3. To accept apologies for absence**
- 4. Chairman's Announcements**
- 5. To receive any Declarations of Interest from Members of the Committee**
- 6. To consider Committee Budget Monitoring to 31.12.2015**
- 7. Date of next meeting – Thursday 30<sup>th</sup> June 2016 (scheduled)**
- 8. 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'
- 9. To discuss current Staffing matters –**
  - (a) issues regarding individual staff members**
  - (b) the current situation regarding caretaking/cleaning staff**
  - (c) the appointment of a Parish Clerk**
  - (d) the appointment of a Deputy Clerk**

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