

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF AN EXTRAORDINARY MEETING OF THE
PERSONNEL COMMITTEE
HELD ON THURSDAY 2nd SEPTEMBER 2015 AT 7.30pm
AT ROFFEY MILLENNIUM HALL**

Present: Councillors Loates, Rickett, Torn, Turner and R. Wilton

In attendance: Councillors Knight and Ms Ralston
Sue Kemp, Parish Clerk

Members noted that this Extraordinary Meeting was called by Councillor Turner, as the Vice Chairman of Council and also of the Personnel Committee, acting in the absence of the Chairman of Council and the Personnel Committee; by virtue of paragraph 9 of Schedule 12 to the Local Government Act 1972.

Councillor Turner briefly addressed Members to explain the reasons for calling this Extraordinary Committee meeting viz. to consider various urgent staffing issues.

PER/10/15 PUBLIC FORUM

There were no members of the public present

PER/11/15 APOLOGIES FOR ABSENCE

There were no apologies for absence

PER/12/15 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's Announcements

PER/13/15 DECLARATIONS OF INTEREST

There were no Declarations of Interest made

PER/14/15 DATE OF NEXT MEETING

Thursday 8th October 2015 (scheduled)

PER/1515 EXCLUSION OF THE PRESS AND PUBLIC

Members considered whether to exclude the Press and Public from the meeting during the consideration of various staffing issues, including staffing establishment provisions, on the grounds that they involve the likely disclosure of exempt information.

IT WAS RESOLVED

To exclude the Press and Public in accordance with S1(2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that the items for discussion involve the likely disclosure of exempt information.

PER/16/15 STAFFING ISSUES

(a) Administrative Staff

Members noted receipt of the Clerk's Confidential Report and following discussion in Confidential Session

IT WAS RESOLVED

That an advertisement be placed for the post of full-time Deputy Clerk

(b) Staff Changes

Members noted receipt of the Clerk's Confidential Report detailing staff changes at all three of the Community venues

(c) Premises Manager

Members noted receipt of the Clerk's Confidential Report that this post was again vacant and would be advertised in due course.

IT WAS RESOLVED

To note sections (b) and (c) of the Confidential Report

There being no other business, the Chairman closed the meeting at 8.20pm

..... Chairman

..... Dated