



# North Horsham Parish Council

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10<sup>th</sup> February 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 16<sup>th</sup> February 2017 at 7.30pm 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 R Knight, Cllr M Loates, Cllr T Rickett, Cllr S Torn, Cllr R Wilton.

### AGENDA

1. **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 7.45pm whichever is the earlier.
2. **Apologies for absence.**  
**Recommendation:- To receive apologies for absence.**
3. **Minutes.**  
**Recommendation:- To approve and sign the Minutes of the Personnel Committee Meeting held on 17<sup>th</sup> November 2016.**
4. **Declarations of Interest.**  
**Recommendation:- To receive any Declarations of Interest from Members of the Council.**
5. **Chairman's Announcements.**  
**Recommendation:- To receive the Chairman's announcements.**
6. **Committee Budget Monitoring to 31<sup>st</sup> January 2017.**  
**Recommendation:- To note the financial report to 31<sup>st</sup> January 2017**
7. **Car Parking for staff in the Godwin Way Car Park after 1<sup>st</sup> April 2017**  
**Recommendation:- To provide essential car users with season tickets for parking at the Godwin Way Car Park.**
8. **Job descriptions**  
**Recommendation – To agree updates to the Clerk, Deputy Clerk and Trainee Clerk's Job Descriptions.**

9. **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.**
10. **Salaries for 2017/18**  
**Recommendation:- To confirm salary scales.**
11. **Staff appraisals.**  
**Recommendation:- To note the information provided.**
12. **Date of next Meeting – Thursday 18<sup>th</sup> May 2017 (Provisional- not yet agreed)**

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