

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD ON THURSDAY 16th FEBRUARY 2017 AT 7.30PM
AT ROFFEY MILLENNIUM HALL**

Present: Councillors R Knight, M Loates, T Rickett*, S Torn* and R Wilton.

* denotes absence

In attendance: Pauline Whitehead BA (Hons) FILCM, Parish Clerk and Vivien Edwards, Deputy Clerk.

PER/056/17 Public Forum

There were no members of the public or press in attendance.

PER/057/17 Apologies for absence

The Committee received apologies and reasons for absence from Cllr T Rickett. Cllr S Torn did not attend and did not give apologies.

PER/058/17 Minutes

The Minutes of the meeting of 17th November 2016 were agreed and signed by the Chairman as being a true record.

PER/059/17 Declarations of Interest

There were no Declarations of Interest made.

PER/060/17 Chairman's announcements

The Clerk had taken two day's compassionate leave to attend her father in law's funeral in the Midlands.

PER/061/17 Committee budget monitoring to 31st January 2017

It was RESOLVED to note the financial report to 31st January 2017 and to note that expenditure was in line with the forecasted figure.

PER/062/17 Car Parking for staff in the Godwin Way Car Park

Horsham District Council (HDC) is levying a charge for parking in the Godwin Way Car Park from 1st April 2017. The Facilities Officer, Trainee Clerk and Deputy Clerk use their vehicles on a regular basis to get to the Parish Council's portfolio of sites. The caretakers may be asked to visit other sites to cover. A season ticket at a cost of approximately £150 per annum is available from HDC.

The Committee RESOLVED that the Council would provide season tickets for staff who needed their vehicles as part of their work to a maximum of five. Some users may be asked to share a season ticket if this is a feasible option.

PER/063/17 Job Descriptions

It was resolved to agree updates to the Clerk, Deputy Clerk, Trainee Clerk, Facilities Officer and Administration Officer's Job Descriptions to reflect reality.

PER/064/17 Exclusion of Pres and Public

It was RESOLVED to exclude the Press and Public from the meeting during PER/054/16 in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1 for reasons of confidentiality as the agenda item related to staff.

PER/065/17 Salaries for 2017/18

The Committee RESOLVED to confirm the salary scales for 2017/18 and the document was signed by the Chairman of the Committee.

PER/066/17 Staff appraisals

The Committee noted that staff appraisals or informal discussions as appropriate had now been carried out on all staff and targets for 2017/18 set as appropriate. The Committee were content that the staff were working as a team and that appropriate management levels were in place.

PER/067/17 DATE OF NEXT MEETING

Thursday 18th May 2017. (Provisional)

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

..... Chairman

..... Dated

