

**NORTH HORSHAM PARISH COUNCIL
PERSONNEL COMMITTEE MEETING
THURSDAY 17TH NOVEMBER 2016 AT 7.30pm
AT ROFFEY MILLENNIUM HALL**

**CLERK'S REPORT
To be read in conjunction with the Agenda.**

1. Public Forum.

Members of the public are invited to put questions or draw attention to relevant matters relating to the business on the agenda 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. Apologies for Absence.

Apologies and reasons for absence to be given to the Clerk.

4. Declarations of Interest.

Members are advised to consider the agenda for the meeting and determine in advance if they may have a **Personal, Prejudicial or a Disclosable Pecuniary Interest** in any of the agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted.

Where you have a **Prejudicial Interest** (which is not a Disclosable Pecuniary Interest), Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions.

If the interest is a **Disclosable Pecuniary Interest**, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber; unless they have received a dispensation.

5. Chairman's Announcements.

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

6. Committee Budget Monitoring to 31st December 2016

Cost Centre	Actual Expenditure	Annual Budget	Forecast Budget
Salaries	218,523	265,000	285,231
Payroll Admin	245	1,200	854
Staff Expenses	2,358	2,000	2,500
Staff Training	1,657	1,500	1,500
Recruitment Advertising	0	400	400
Total Expenditure	222,783	270,100	290,485

The expenditure is in line with the forecast figure for 2016/17.

- 7. Car Parking for staff in the Godwin Way Car Park after 1st April 2017**
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.
- 8. Job descriptions**
Updated descriptions attached.
- 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**
A list of salary scales attached. Once signed they will be kept on file for audit purposes.
- 11. Staff appraisals.**
Verbal report.

8th February 2017
Pauline Whitehead
Clerk to North Horsham Parish Council