

**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 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. 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.

6. Committee Budget Monitoring to 31st October 2016

Cost Centre	Actual Expenditure	Annual Budget	Forecast Budget
Salaries	171,681	265,000	285,231
Payroll Admin	0	1,785	854
Staff Expenses	1,915	2,000	2,500
Staff Training	758	1,500	1,500
Recruitment Advertising	0	400	400
Total Personnel Expenditure	174,354	270,100	290,485

An overspend of £18,564 will be recovered through lower spending throughout the 2016/17 budget and promoting the hire of the Halls to raise income. There is evidence that at 31st October 2016 that income, which had been below what had been expected, was on track to realise the proposed forecast and that expenditure was running approximately £6,000 below that forecasted.

7. Budget 2017/18

Proposed figures put forward on 1st September 2016.

	Budget 2016/17	Forecast to 31.03.2017	Budget 2017/18
Salaries	265,000	285,231	272,565
Payroll admin	1,200	854	0
Staff exps	2,000	2,500	2,500
Staff Training	1,500	1,500	1,500
Recruitment	400	400	400
	270,100	290,485	276,965

Investigation is underway to bring payroll in house from 1st April 2016. There will be a cost for the Sage payroll package of £30 per month - annual cost £360.

11. DATE OF NEXT PERSONNEL COMMITTEE MEETING

Thursday 16th February 2017 (scheduled).

Pauline Whitehead
Clerk to North Horsham Parish Council

11th November 2016