



# North Horsham Parish Council

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28<sup>th</sup> September 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 5<sup>th</sup> October 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 A Britten (Chairman) , Cllr M Loates, Cllr T Rickett (Vice Chairman), Cllr A Smith, Cllr. S Torn.

### **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 25<sup>th</sup> May 2017.**
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. **Financial review to 30<sup>th</sup> September 2017**  
**Recommendation:- To note the Financial Report to 30<sup>th</sup> September 2017.**
7. **Forecast 2017/18 and Budget 2018/19**  
**Recommendations:-**
  1. **To agree to put forward a forecast for 2017/8 to the Finance Committee.**
  2. **To agree to put forward a budget for 2018/19 to the Finance Committee.**

- 8. Appointment of Caretaker at North Heath Hall and Administration Clerk**  
**Recommendations:-**
1. To note that a caretaker post at North Heath Hall was filled from 1<sup>st</sup> September 2017.
  2. To confirm an amended job description for the Administration Clerk role.
  3. To note that the Administration Clerk post will be filled from late November 2017.
- 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. Staff Matters**  
Report attached.  
**Recommendation:** To note appraisals that have been carried out and the aims and objectives of key personnel.
- 11. Date of next Meeting – (Scheduled)**  
The next meeting is scheduled for 18<sup>th</sup> January 2018.

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