



North Horsham Parish Council

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11th January 2018

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 18th January 2018 at 7.30pm at Roffey Millennium Hall** for the transaction of the business on the agenda below.

Pauline Whitehead BA(Hons) FSLCC
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 5th October 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 31st December 2017 – see Annex 1.**
Recommendation:- To note the Financial Report to 31st December 2017.
7. **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.

8. Staff Matters

Confidential report attached.

Recommendations:

- 1) To note information about probation periods, completed staff appraisals and the aims and objectives of key personnel.
- 2) To action recommendations within the report.

9. Date of next Meeting – (Scheduled)

The next meeting is scheduled for 17th May 2018.

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