



North Horsham Parish Council

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11th May 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 17th May 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 Members:- To be confirmed at the Annual Parish Council Meeting.

AGENDA

1. **Elect a Chairman.**
Recommendation:- To nominate and elect a Chairman.
2. **Elect a Vice Chairman.**
Recommendation: - To nominate and elect a Vice Chairman.
3. **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.
4. **Apologies for absence.**
Recommendation:- To receive apologies for absence.
5. **Minutes.**
Recommendation:- To approve and sign the Minutes of the Personnel Committee Meeting held on 18th January 2018.
6. **Declarations of Interest.**
Recommendation:- To receive any Declarations of Interest from Members of the Council.
7. **Chairman's Announcements.**
Recommendation:- To receive the Chairman's announcements.
8. **Financial review to 31st March 2018**
Recommendation:- To note the Financial Report to 31st March 2018.
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

List of salaries will be circulated at the meeting.

Recommendations:

- 1) To note the staff report.
- 2) The Committee to agree and the Chairman to sign the list of salaries for 2018/19.

11. Date of next Meeting – (Scheduled)

The next meeting is scheduled for 13th September 2018.

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