

**NORTH HORSHAM PARISH COUNCIL  
MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE  
HELD ON THURSDAY 17<sup>TH</sup> MAY 2018 AT 7.30PM AT ROFFEY MILLENNIUM HALL**

**Present:** Councillors A. Britten, M. Loates, T. Rickett B.E.M.\*, S. Torn and Mrs S. Wilton.  
\* denotes absence

**In attendance:** Pauline Whitehead BA (Hons) FSLCC, Parish Clerk and Vivien Edwards, Deputy Clerk.

- PER/107/18 Elect a Chairman.**  
Following nomination by Cllr. Torn and being seconded by Cllr. Loates, Cllr. A. Britten was elected as Chairman.
- PER/108/18 Elect a Vice Chairman.**  
Following nomination by Cllr. Britten and seconded by Cllr. Loates, Cllr. S. Torn was elected Vice Chairman.
- PER/109/18 Public Forum.**  
There were no members of the public or press in attendance.
- PER/110/18 Apologies for absence.**  
The Committee received apologies and reasons for absence from Cllr. T. Rickett B.E.M..
- PER/111/18 Minutes**  
The Minutes of the meeting held on 18<sup>th</sup> January 2018 were agreed and signed by the Chairman as being a true record.
- PER/112/18 Declarations of Interest**  
The Deputy Clerk declared a prejudicial interest in item (PER/116/18) Staff matters.
- PER/113/18 Chairman’s announcements**  
The National Association of Local Councils (NALC) had announced a 2% pay increase for employees from 1st April 2018.
- PER/114/18 Financial Review to 31<sup>st</sup> March 2018**

<b>Cost Centre</b>	<b>Actual Expenditure</b>	<b>Annual Budget</b>	<b>Forecast to 31.3.18 agreed in the precept calculation.</b>
Personnel	275,643	277,325	277,225

The final expenditure for 2017/18 was lower than the budget and forecast agreed in the precept calculation. This was due to some staff positions being vacant for part of the year and close monitoring of how work is allocated.

The budget for 2018/19 had been set to allow for a 1% increase rather than the 2% finally agreed on. This will be monitored throughout the year.

**It was RESOLVED to note the Financial Report to 31<sup>st</sup> March 2018.**

**PER/115/18 Exclusion of Press and Public**

**It was RESOLVED to exclude the Press and Public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1 for reasons of confidentiality as the following agenda item related to staff matters.**

**PER/116/18 Staff matters**

It was noted that the Administration Clerk's 13 week probationary period ended successfully on 23rd February 2018.

*The Deputy Clerk left the room during this item.*

The Deputy Clerk was commended for her determination to return to work and for her positive and supportive attitude during her recent time off work which demonstrated a strong commitment to the Council.

Appreciation for hard work and commitment was given to one of the Caretakers at Holbrook Tythe Barn who had resigned with effect from 31st May 2018. Despite advertising widely there has been very little interest in the vacant post, but efforts to secure a replacement were ongoing.

It was **RESOLVED to agree a list of staff salaries for 2018/19** and the master copy was signed by the Chairman.

The Finance and Administration Committee has instructed the Clerk to submit a report on alternative pensions to the Local Government Pension Scheme to a future meeting.

**PER/117/18 Date of the next meeting**

The Committee commented that the next scheduled meeting of the Personnel Committee on 13<sup>th</sup> September 2018 was a long time in advance. The Clerk would review the dates and take any amendment to the next Parish Council Meeting.

There being no other business, the Chairman closed the meeting at 8.00 p.m.

..... Chairman

..... Dated