

**NORTH HORSHAM PARISH COUNCIL PERSONNEL COMMITTEE MEETING  
THURSDAY 26<sup>TH</sup> SEPTEMBER 2019 AT 7.30pm AT ROFFEY MILLENNIUM HALL**

**CLERK'S REPORT**

**To be read in conjunction with the Agenda.  
Numbers relate to the numbers on the agenda.**

**1. Public Forum.**

Members of the public are invited to put questions or draw attention to relevant matters relating to the business on the agenda 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.

**5. Chairman's Report**

Changes in hours agreed for the Facilities Officer and Administration Clerk will start on 1<sup>st</sup> November 2019. The Facilities Officer will usually not work on Tuesdays and the Administration Clerk will usually work all day on Tuesdays.

## 6. Financial Report to 31<sup>st</sup> August 2019

	Actual spend	Budget	Anticipated spend for five months
Salaries/NI/Pensions	122,193	296,500	123,541
Childcare Vouchers	1,270	0	0
Payroll Admin Charge	0	800	333
Staff Expenses/Mileage	633	3,000	1,250
Staff Training	95	1,500	625
Recruitment Advertising	0	250	104
Protective Clothing	41	400	166
<b>Totals</b>	<b>124,232</b>	<b>302,450</b>	<b>126,019</b>

Salaries and Childcare vouchers are marginally less than anticipated over the last five months. Changes to the working hours of two staff members will increase the overall total of salaries, but should reduce additional overtime. An unanticipated one off cost of £500, agreed by the Parish Council, to enroll caretakers employed after July 2019 in the People's Pension Scheme and a one off additional cost from Capita to process the payments (not yet known) may take the agreed budget slightly over what was originally allocated.

Having a full complement of staff has reduced staff expenses as cover for hires at different buildings is not required.

Staff training will be identified as part of performance management.

Items of protective clothing are replaced as necessary and additional items to improve staff welfare are provided as necessary.

## 7. Potential Staff cover for the initiation of a Community Land Trust

Currently there are two working parties out of seven that meet in the evening. The Internal Controls working party, which meets roughly four times a year and the Community Land Trust Working Party. When officially formed, a Community Land Trust is an independent entity which may or may not include Parish Councillors acting as individuals. Parish Councils may wish to support their parish Community Land Trust both at the initial stage where they are working towards working being set up and for an ongoing period of time. The North Horsham parish Community Land Trust working party has requested that the Parish Council give them a formal statement of support along with guidance on what additional support they will give to the group in terms of providing a room for meetings free of charge and an

administrator. To date there has been 5 working group meetings held in the evening, one was in Angmering. The Clerk has been available to take notes and take action from the meetings and takes time in lieu based on real time to cover the evening meetings. To manage expectation, it has been made clear that work has to be prioritized, so actions from the working party cannot take precedence over other essential day to day work. The working party is increasing its activity to try to recruit more people to join them and to decide if they are going to form a Community Land Trust for North Horsham parish, so they have asked for support initially to cover that period. Depending on how proactive the working party members are, this could involve a significant amount of work on top of the Clerk's workload.

**8. Forecast for 2019/20 and budget for 2020/21**

Assuming that everything continues as is, the forecast for the Personnel budget for 2019/20 is in line with the budget set at 302,405.

The potential figure for 2020/21 is £310,503. This takes into consideration cover for holidays, a 2% rise and potential increments. This is roughly in line with what was predicted in the July 2019 review of the Parish Council's Business Plan which estimated £310,000 for 2020/21.

Should the Parish Council wish to take on additional responsibilities, there would be an impact to the staff salary budget.

**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. Confidential Staff matters**

Circulated on orange paper separately.