



North Horsham Parish Council

Roffey Millennium Hall,
Crawley Road, Horsham,
West Sussex, RH12 4DT

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20th May 2021

NOTICE OF A MEETING OF THE PERSONNEL COMMITTEE

Members of the Personnel Committee are respectfully summoned to attend an meeting of the Personnel Committee to be held at Roffey Milleinnium Hall, Crawley Road, North Horsham RH12 4DT on **Thursday 27th May 2021 commencing at 7.30pm**, for the transaction of the business shown on the agenda below.

Press and public are welcome to attend remotely using the following link:-

<https://us02web.zoom.us/j/83779439269?pwd=a3Qvdk5rUGkrOWJ3MXk1aE8wbGlkZz09>

Meeting ID: 837 7943 9269 Passcode: 888513

Pauline Whitehead

Pauline Whitehead BA(Hons) FSLCC
Clerk to the Council

Personnel Committee Members:- Cllr A. Britten , Cllr J Gough, Cllr D. Mahon, Cllr T. Rickett B.E.M., Cllr S Torn , Cllr R. Turner and Cllr Mrs S Wilton.

(It was decided at the Annual Parish Council Meeting on 6th May 2021 to have 7 members of the Personnel Committee until May 2022).

AGENDA

1. **Elect a Chairman**
Recommendation:- To elect a Chairman- nominations will be taken at the meeting.

2. **Elect a Vice Chairman.**
Recommendation:- To elect a Vice Chairman – nominations will be taken at the meeting.

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.**
Circulated separately by e-mail or available on www.northhorsham-pc.gov.uk.

Recommendation:- To approve and sign the Minutes of the Personnel Committee Meeting held on 4th February 2021.

6. Declarations of Interest.

See Clerk's Report.

Recommendation:- To receive any Declarations of Interest from Members of the Council.

7. Chairman's Announcements

See Clerk's Report.

Recommendation:- To note Chairman's Announcements.

8. Review of Finances

See Clerk's Report.

Recommendations:-

- 1. To note the Financial position at 31st March 2021**
- 2. To note the Financial Report to 30th April 2021.**

9. Policies

See Annex 1.

To review the Staff Performance and Development Policy and Lone Working Policy.

Recommendation:- To review the policies above and make recommendations to full Council.

10. 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 matters.

11. Staff Matters

Confidential report circulated.

Recommendation: To consider recommendations within the staff report.

12. Date of next Meeting – (Scheduled)

The next meeting is scheduled for 1st October 2020.