

**NORTH HORSHAM PARISH COUNCIL PERSONNEL COMMITTEE MEETING  
TO BE HELD ON THURSDAY 5<sup>th</sup> OCTOBER 2023 AT 7.30pm**

**CLERK'S REPORT**

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.

**3. Declarations of Interest.**

Members are advised to consider the Agenda for the meeting and determine in advance if they may have a **Personal, Disclosable Pecuniary or Other Registrable 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.

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.

Where you have an **Other Registrable 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.

**5. Chairman's Announcements**

None have been tabled.

**6. Financial Matters**

**i. Financial Report from 1<sup>st</sup> April 2023 to 31<sup>st</sup> August 2023**

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 31 <sup>st</sup> August 2023*
Salaries/NI/Pensions	126,725	343,000	142,917
Payroll Admin Charge**	0	1,400	583
Staff Expenses/ Mileage	2,145	3,000	1,250
Staff Training	60	1,600	667
Recruitment Advertising	181	250	104
Protective Clothing	118	400	167
<b>Totals</b>	<b>129,228</b>	<b>349,650</b>	<b>145,688</b>

\* Total cost centre budget for 2023/24 divided by 5/12th

\*\*Paid in two instalments in Months 6 and 12

**Decisions: To review the financial position at 31<sup>st</sup> August 2023**

Members are asked to receive a forecast for 2023/24 and a proposed budget for 2024/25 (attached as **Appendix 1**) for recommendation to the Finance and Administration Committee.

**Decision: To agree a forecast for 2023/24 and a budget for 2024/25 and make the necessary recommendation to the Finance and Administration Committee.**

**7. Policies**

Members are asked to receive the reviewed Disciplinary Policy, Grievance Policy and the Pensions Policy with any Officer suggested amendments shown in red (**Appendix 2a, 2b & 2c** to be circulated to Members via email). Members should note that the Pensions Policy will also be reviewed by the Finance & Administration Committee before recommendation to Council.

Members are asked to consider the proposal and agree revised documents to be recommended to Council for adoption.

**Decision: To review the Disciplinary, Grievance and Pension Policies and make recommendation for their adoption to Full Council**

**8. Date of next meeting**

The next meeting is scheduled for 1<sup>st</sup> February 2024.

**10. Staffing Report**

A confidential verbal report will be given to Members at the meeting if required.

DRAFT BUDGET 2024/25 PERSONNEL COMMITTEE			BUDGET 2023/24	ESTIMATED TO 31.03.2024	NOTES 2023/24	BUDGET 2024/25	NOTES 2024/25
EXPENDITURE - REVENUE							
106	4001	Salaries/NI/Pensions	343,000	333,566	Increased to assume a 5% in 23/24 but reduction in E'er NI to 13.8%	350,000	Assumes to increase a further 5% in 24/25
	4003	Payroll Administration Charge	1,400	1,000	Bust Budget last two years - needs to be £1300-£1400	1,400	
	4009	Staff Expenses	3,000	3,500	Bust Budget last two years - needs to be Min. £3000	3,500	
	4010	Staff Training	1,600	500		1,600	CIICA for KT in 2024/24
	4030	Recruitment Advertising	250	180		250	
	4031	Staff Personal Protective Clothing	400	400		400	
			349,650	339,146		357,150	