



# NORTH HORSHAM PARISH COUNCIL

## MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON WEDNESDAY 14<sup>th</sup> JUNE 2023 COMMENCING AT 10.30am

**Members** : Cllr A. Britten (Chairman), Cllr J. Davidson\*, Cllr J. Gough, Cllr T. Rickett B.E.M., Cllr S. Torn, Cllr R. Turner and Cllr S. Wilton (Vice-Chairman) (\* denotes absence)

**In attendance** : Sarah Norman - Clerk to the Council

**PER/13/23 Public Forum.**

There were no members of the public or press in attendance.

**PER/14/23 Apologies for absence.**

There were no apologies for absence but it was **NOTED** that this was a daytime meeting and Cllr. Davidson had work commitments.

***Cllr. Torn joined the meeting***

**PER/15/23 Declarations of Interest.**

There were no Declarations of Interest.

**PER/16/23 Minutes.**

The Minutes of the meeting held on 1<sup>st</sup> June 2023 were **AGREED** and signed by the Chairman as being a true record.

**PER/17/23 Date of next Meeting**

The next scheduled Personnel Committee Meeting was for 27<sup>th</sup> July 2023.

**PER/18/23 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/19/23 Staffing Report**

Members **NOTED** the confidential verbal report as provided by the Clerk at the meeting and :-

- i. **NOTED** the resignation of the new Caretaker at Roffey Millennium Hall.
- ii. **AGREED** to the accruing of TOIL hours in accordance with the staff Handbook or payment of overtime, with mileages costs, for covering evening/weekend shifts, as is preferable to the member of staff.

- iii. **NOTED** the closing date of 30<sup>th</sup> June for applications on Indeed after which Members will be updated about progress.
- iv. **NOTED** the brief prepared by Manpower but agreed at the current time not to pursue their services due to costs.
- v. **AGREED** additional costs of £30 plus VAT for HDC to empty litter bins when there is no Litter Warden cover, through to the end of July 2023

There being no other business, the Chairman closed the meeting at 10.46 am.

..... Chairman

..... Dated