

**NORTH HORSHAM PARISH COUNCIL PERSONNEL COMMITTEE MEETING  
TO BE HELD ON THURSDAY 1<sup>st</sup> FEBRUARY 2024 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 for 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> December 2023**

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 31 <sup>st</sup> December 2023*
Salaries/NI/Pensions	243,572	343,000	257,250
Payroll Admin Charge**	668	1,400	1,050
Staff Expenses/ Mileage	2,741	3,000	2,250
Staff Training	60	1,600	1,200
Recruitment Advertising	181	250	188
Protective Clothing	159	400	300
<b>Totals</b>	<b>247,381</b>	<b>349,650</b>	<b>262,238</b>

\* Total cost centre budget for 2023/24 divided by 9/12th

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

**Decisions: To note the financial position at 31<sup>st</sup> December 2023**

**7. Salary Award**

As notified to Members by email on 8<sup>th</sup> November 2023, the 2023/24 salary awards were published by NALC on 6<sup>th</sup> November. As it was passed the deadline for the November payroll, the increase and back payments to 1<sup>st</sup> April 2023 (or date of joining if later) were processed in the December payroll run. As previously advised, the award was finally agreed as a flat rate for all points to SCP 43 with a 3.88% increase for SCP 44 and above.

**Decision: To note the Salary Award was published by NALC on 6<sup>th</sup> November 2023**

**8. Date of next meeting**

The next meeting is scheduled for 9<sup>th</sup> May 2024.

**10. Staffing Report**

A confidential report will be circulated to Members by email.