



# NORTH HORSHAM PARISH COUNCIL

## MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 10<sup>th</sup> OCTOBER 2024 COMMENCING AT 7.30pm

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

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

**PER/24/24** In the absence of both the Chairman and Vice-Chairman it was **AGREED** that Cllr. Torn would chair the meeting.

**PER/25/24** **Public Forum.**  
There were no members of the public or press in attendance.

**PER/26/24** **Apologies for absence.**  
Apologies had been received from Cllrs. Britten, Ricketts and Wilton.  
Furthermore, Cllr. Burgess had advised at the previous meeting that he may not be in attendance at this meeting.

**PER/27/24** **Declarations of Interest.**  
There were no declarations of Interests.

**PER/28/24** **Minutes.**  
The Minutes of the meeting held on 25<sup>th</sup> July 2024 were **AGREED** and signed by the Chairman as being a true record.

**PER/29/24** **Chairman's Announcements**  
There were no Chairman's Announcements.

### **PER/30/24** **Financial Matters - Personnel Committee only**

**30.1** Members **NOTED** the Financial update to 30<sup>th</sup> June 2024 as published in the Clerk's report.

**30.2** Members **NOTED** the forecast for 2024/25 and budget for 2025/26 and following discussion **AGREED** to **RECOMMEND** these to the Finance and Administration Committee. When considering the Budget, the costs involved with the Local Government Pension Scheme were noted and it was agreed that future membership should be added to the Agenda for the next meeting. Furthermore, the Clerk was asked to obtain advice from the Council's HR advisors with regard to any implications.

**PER/31/24 Local Government Pension Scheme**

Members **NOTED** the latest Employer's Newsletter "Pensions Matters - Summer 2024" as published by Hampshire Pension Services (HPS) together with the comments in the Clerk's report regarding the Council's liabilities for strain costs of ill-health retirement. Following discussion, it was **AGREED** that investigations should take place into insurance to cover any such additional costs with the issue added to a future Agenda for further consideration.

**PER/32/24 Date of next Meeting**

The next scheduled Personnel Committee Meeting was for 6<sup>th</sup> February 2025.

**PER/33/24 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/34/24 Staffing Report**

Members **NOTED** the confidential report as provided by the Clerk at the meeting and **RESOLVED** decisions as follows:-

- i. **NOTED** that no update regarding the contractual annual pay awards for 2024/25 has been received.
- ii. **NOTED** the training that has been undertaken or booked since the last meeting and **RATIFIED** associated expenditure of £50 plus VAT.
- iii. **NOTED** the appointment of a new Caretaker at North Heath Hall following a resignation and **RATIFIED** the expenditure of £87.99 for the recruitment process.
- iv. **AGREED** the changes to the office accommodation and the future use of Knepp Room including IT expenditure up to £120.

There being no other business, the Chairman closed the meeting at 7.41pm.

..... Chairman

..... Dated