

**NORTH HORSHAM PARISH COUNCIL PERSONNEL COMMITTEE MEETING
TO BE HELD ON THURSDAY 22nd JANUARY 2026 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

Financial Report from 1st April 2025 to 31st December 2025

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 31 st Dec 2025*
Salaries/NI/Pensions	271,324	382,000	286,500
Payroll Admin Charge**	735	1,400	1,050
Staff Expenses/ Mileage	2,731	4,500	3,375
Staff Training	1,794	1,600	1,200
Recruitment Advertising	216	250	188
Protective Clothing	140	400	300
Totals	276,940	390,150	292,613

* Total cost centre budget for 2025/26 divided by 9/12th

**Paid in two instalments in Months 6 and 12

6.1 Decision: To review the financial position at 31st December 2025

7. Date of next meeting

The next meeting is scheduled for 7th May 2026 but if there is insufficient business, this meeting may be cancelled.

9. Staffing Report

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