



NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 2nd OCTOBER 2025 COMMENCING AT 7.30pm

Members : Cllr J. Davidson, Cllr J. Gough, Cllr T. Rickett B.E.M.*, Cllr S. Torn,
Cllr R. Turner and Cllr S. Wilton

(* denotes absence)

In attendance : Sarah Norman - Clerk to the Council

PER/01/25 Elect a Chairman

Following nomination by Cllr. Torn and seconding by Cllr. Davidson, Cllr. Turner was elected as the Chairman of the Committee for the 2025/26 municipal year.

PER/02/25 Elect a Vice-Chairman

Following nomination by Cllr. Turner and seconding by Cllr. Wilton, Cllr. Davidson was elected as the Vice-Chairman of the Committee for the 2025/26 municipal year.

PER/03/25 Public Forum.

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

PER/04/25 Apologies for absence.

Apologies had been received from Cllr. Ricketts.

PER/05/25 Declarations of Interest.

There were no Declarations of Interest.

PER/06/25 Minutes.

The Minutes of the meeting held on 8th May 2025 were **AGREED** and signed by the Chairman as being a true record.

PER/07/25 Chairman's Announcements

There were no Chairman's Announcements.

PER/08/25 Financial Matters - Personnel Committee only

8.1 Members **NOTED** the Financial update to 31st August 2025 as published in the Clerk's report.

8.2 Members **NOTED** the forecast for 2025/26 and budget for 2026/27 and following discussion **AGREED** to **RECOMMEND** these to the Finance and Administration Committee.

PER/09/25 Policies

Members **NOTED** the draft reviewed policies as circulated with the Agenda and Clerk's report and following discussion, it was **AGREED** to **RECOMMEND** to Council the reviewed policies :-

- 9.1 Disciplinary Policy
- 9.2 Grievance Policy
- 9.3 Pensions Policy, noting that this would also be reviewed by the Finance and Administration Committee

PER/10/25 Date of next Meeting

The next scheduled Personnel Committee Meeting was for 22nd January 2026.

PER/11/25 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/12/25 Staffing Report

Members **NOTED** the contents of the confidential report as circulated prior to the meeting including (with further details in the Confidential Appendix to these Minutes) :-

- i. the updates regarding caretaker matters - including recruitment and casual litter warden contract, flexible retirement, training and Christmas office hours.
- ii. the 2025/26 pay award
- iii. **AGREED** a change to the Clerk's usual working hours

There being no other business, the Chairman closed the meeting at 7.40pm.

..... Chairman

..... Dated