



NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 22nd JANUARY 2026 COMMENCING AT 7.30pm

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

(* denotes absence)

In attendance : Sarah Norman - Clerk to the Council

PER/13/26 Public Forum.

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

PER/14/26 Apologies for absence.

There were no apologies for absence. Cllr Torn was not present at the start of the meeting but arrived during Agenda item 9.

PER/15/26 Declarations of Interest.

There were no Declarations of Interest.

PER/16/26 Minutes.

The Minutes of the meeting held on 2nd October 2025 were **AGREED** and signed by the Chairman as being a true record.

PER/17/26 Chairman's Announcements

There were no Chairman's Announcements.

PER/18/26 Financial Matters - Personnel Committee only

Members **NOTED** the Financial update to 31st December 2025 as published in the Clerk's report. The Clerk clarified that whilst the budget for Staff Training showed as being in excess of the budget, this included expenditure for two of the Council's regular contractors who had reimbursed the Council, but this income was shown under a different code. The actual expenditure is therefore within budget.

PER/19/26 Date of next Meeting

The next scheduled Personnel Committee Meeting was for 7th May 2026 but it was **NOTED** that if there was insufficient business, this meeting may be cancelled.

PER/20/26 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/21/26 Staffing Report

Members **NOTED** the contents of the verbal report as provided by the Clerk at the meeting including :-

- i. Updates regarding caretaker matters - including recruitment; casual caretaker contract and an issue with one of the bookings. The Clerk was asked to contact the local PCSO to discuss ways in which any issues at the building could be dealt with including a panic button system.
- ii. Training for identified staff (Emergency First Aid; PASMA, Manual Handling; Appraisal) totaling costs of £1,388 plus vat.
- iii. Appraisals for all staff had been completed.

There being no other business, the Chairman closed the meeting at 7.43pm.

..... Chairman

..... Dated

Unconfirmed