



North Horsham Parish Council

Roffey Millennium Hall,
Crawley Road, Horsham,
West Sussex, RH12 4DT

Tel: 01403 750786 (Office & Hall Bookings)
Roffey Millennium Hall, North Heath Hall
Holbrook Tythe Barn

Email: parish.clerk@northhorsham-pc.gov.uk

Website: www.northhorsham-pc.gov.uk

30th April 2026

NOTICE OF A MEETING OF THE PERSONNEL COMMITTEE

Members of the Personnel Committee are respectfully summoned to attend an meeting of the Personnel Committee to be held at Roffey Millennium Hall, Crawley Road, North Horsham RH12 4DT on **Thursday 7th May 2026 commencing at 7.30pm**, for the transaction of the business shown on the agenda below. Press and public are welcome to attend.

Sarah Norman
Clerk to the Council

Personnel Committee 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.

AGENDA

1. Public Forum

The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Council or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. Business of the meeting will start immediately following the public forum or at 7.45pm whichever is the earlier

2. Apologies for absence

Decision : To receive apologies for absence

3. Declarations of Interest

See Clerk's report

Decision :To receive any Declarations of Interest from Members of the Council

4. Minutes

Circulated separately by e-mail or available on www.northhorsham-pc.gov.uk

Decision: To approve and sign the Minutes of the Personnel Committee Meeting held on 22nd January 2026

5. Chairman's Announcements

See Clerk's report

Decision: To note Chairman's Announcements

6. Financial Matters - Personnel Committee only

See Clerk's report

Decisions: To note the financial position at 31st March 2026

7. Policies

See Clerk's report

Decisions: To review the following and recommend adoption to Council :

7.1 Absence Management Policy

7.2 Training and Development Policy

7.3 General Information and Workplace Rules Policy

7.4 Terms and Conditions of Service Policy

8. Date of next Meeting - (Scheduled)

The next meeting is scheduled for 19th July 2026

9. Exclusion of Press and Public

Decision: To resolve that the Press and Public be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, for reasons of confidentiality as the following discussion item relates to staff matters.

10. Staffing Report

To receive a confidential report from the Clerk

Decisions: To note the report and agree any further action.