



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

2nd July 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 9th July 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 Mrs S. Wilton.

AGENDA

- 1. Election of Chairman**
Decision : To elect a Chairman for the 2026/27 municipal year
- 2. Election of Vice-Chairman**
Decision : To elect a Vice-Chairman for the 2026/27 municipal year
- 3. 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
- 4. Apologies for absence**
Decision : To receive apologies for absence
- 5. Declarations of Interest**
See Clerk's report
Decision :To receive any Declarations of Interest from Members of the Council
- 6. 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 7th May 2026

7. Chairman's Announcements

See Clerk's report

Decision: To note Chairman's Announcements

8. Financial Matters - Personnel Committee only

See Clerk's report

Decision : To note the financial position at 31st May 2026

9. Policies

See Clerk's report

Decisions: To review the following and make recommendation for adoption to Full Council:

9.1 Dignity at Work Policy

9.2 Equal Opportunities Policy

9.3 Secondary Employment, Volunteering and Political Work Policy

9.4 Standards of Behaviour at Work Policy

10. Date of next Meeting - (Scheduled)

The next meeting is scheduled for 8th October 2026

11. 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.

12. Staffing Report

To receive a confidential report from the Clerk

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