



NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 7th MAY 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/22/26 Public Forum.

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

PER/23/26 Apologies for absence.

Apologies for absence had been received from Cllr. Torn.

PER/24/26 Declarations of Interest.

There were no Declarations of Interest.

PER/25/26 Minutes.

The Minutes of the meeting held on 22nd January 2026 were **AGREED** and signed by the Chairman as being a true record.

PER/26/26 Chairman's Announcements

There were no Chairman's Announcements.

PER/27/26 Financial Matters - Personnel Committee only

Members **NOTED** the Financial update to 31st March 2026 as published in the Clerk's report.

27.1 Absence Management Policy

27.2 Training and Development Policy

27.3 General Information and Workplace Rules Policy

27.4 Terms and Conditions of Service Policy

PER/28/26 Date of next Meeting

The next scheduled Personnel Committee Meeting was for 9th July 2026 but it was **NOTED** that if there was insufficient business, this meeting may be cancelled.

PER/29/26 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/30/26 Staffing Report

Members **NOTED** the contents of the verbal report as provided by the Clerk at the meeting (with agreement where necessary) including :-

- i. Updates regarding caretaker recruitment
- ii. Training for identified staff at no charge
- iii.** Update on 2026/27 pay award
- iv.** Changes to the Clerk's working arrangements

There being no other business, the Chairman closed the meeting at 7.44pm.

..... Chairman

..... Dated