NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 9th JULY 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/01/26 **Elect a Chairman**
Following nomination by Cllr. Davidson and seconding by Cllr. Gough, Cllr. Turner was elected as the Chairman of the Committee for the 2026/27 municipal year.

PER/02/26 **Elect a Vice-Chairman**
Following nomination by Cllr. Davidson and seconding by Cllr. Rickett, Cllr. Wilton was elected as the Vice-Chairman of the Committee for the 2026/27 municipal year.

As the newly appointed Chairman was not present, the Vice-Chairman chaired the meeting

PER/03/26 **Public Forum.**
There were no members of the public or press in attendance.

PER/04/26 **Apologies for absence.**
Apologies had been received from Cllr. Smithurst.

PER/05/26 **Declarations of Interest.**
There were no Declarations of Interest.

PER/06/26 **Minutes.**
The Minutes of the meeting held on 7th May 2026 were **AGREED** and signed by the Chairman as being a true record.

PER/07/26 **Chairman's Announcements**
There were no Chairman's Announcements.

PER/08/26 **Financial Matters - Personnel Committee only**
Members **NOTED** the Financial update to 31st May 2026 as published in the Clerk's report.

PER/09/26 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 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

PER/10/26 Date of next Meeting

The next scheduled Personnel Committee Meeting was for 8th October 2026.

Cllr. Ricketts gave his apologies in advance for the next meeting.

PER/11/26 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/12/26 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):-

12.1 Completion of probationary period for one member of staff
12.2 Action agreed following a complaint received
12.3 **RECOMMEND** to **COUNCIL** an amendment to the General Workplace Rules and Guidance to reflect the HMRC increase to 55p per mile for casual car users, with the addition that the rates will be further reviewed at the time of future HMRC reviews

There being no other business, the Chairman closed the meeting at 7.45pm.

…….. Chairman

…….. Dated