



NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 8th OCTOBER 2026 COMMENCING AT 7.30pm

Members : Cllr J. Davidson, Cllr J. Gough, Cllr T. Rickett B.E.M*.,
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.

Apologies for absence were received from Cllrs. Rickett and Wilton.

PER/15/26 Declarations of Interest.

There were no Declarations of Interest.

PER/16/26 Minutes.

The Minutes of the meeting held on 9th July 2026 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 August 2026 as published in the Clerk's report.

Whilst noting that due to the abolition of NHPC there is no necessity to calculate and agree a precept for 2027/28, Members **AGREED** to **RECOMMEND** to the Finance and Administration Committee the budget for 2027/28, as circulated prior to the meeting, for use as a basis of budget discussions for the new Council.

PER/19/26 Policies

Members **NOTED** the updated policy as circulated with the Agenda and Clerk's report and following discussion, it was **AGREED** to **RECOMMEND** to Council the updated Disciplinary Policy.

PER/20/26 Pay Award 2026/27

Members **NOTED** and **RATIFIED** the Pay Award as published by NALC on 24th August 2026, of 3.3% to all SCPs. Employers were encouraged to implement this pay award as swiftly as possible and therefore, as the tie to the NJC pay scales is contractual for NHPC staff, the increase (including the backdating to 1st April 2026) was applied to the September salary run.

Members also **NOTED** that the assumption in the budget for 2026/27 was for an increase in of 4% and therefore, the result is that the Council will be under budget with this 3.3% increase.

PER/21/26 Date of next Meeting

The next scheduled Personnel Committee Meeting was for 21st January 2027.

PER/22/26 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/23/26 Staffing Report

Members **NOTED** the confidential verbal report as provided at the meeting including :-

- 23.1 Report on training undertaken by staff
- 23.2 A report on staffing issues and action **AGREED** as detailed in the Confidential Minute appended to these Minutes
- 23.3 To recommend that Council consider the purchase of a vehicle be purchased for staff use when undertaking Council activities
- 23.4 To approve a virement (in accordance with FR 5.17) of £2,000 from the Salaries/NI/Pensions Budget (4001/106) for expenditure on HR advice in relation to staffing matters as result of the agreed Merger of Councils.

There being no other business, the Chairman closed the meeting at 7.55pm.

..... Chairman

..... Dated