

5 September 2024

Councillors Best, King and Mattock,

You are here by summoned to attend a **West Horsley Parish Council Personnel Committee** meeting on Tuesday 10 September 2024 at 3.30pm in the Rubin Room, West Horsley Village Hall, 99 The Street, West Horsley KT24 6DD.

This meeting is open to the press and public. The agenda will be split into two parts. Part 1 will deal with any business which is open to the press and public. Part 2 will deal with any items of a personal or sensitive nature. The press and public will be asked to leave the meeting before Part 2 items are discussed.

Julia McClung, Clerk & RFO to West Horsley Parish Council

AGENDA

24/P/009 Apologies for Absence

24/P/010 Declarations of Interests

24/P/011 Minutes of the Previous Meeting of the Committee - to be agreed and signed by the Chairman as a true and accurate record *Appendix 1*

To resolve to exclude the press and public from the following item in accordance with the provision of the Public Bodies (Admission to Meetings) Act 1960 in order to discuss staffing matters

24/P/012 Budget for 2025/26 *Appendix 2*

To discuss and agree a proposed training and staffing budget for 2025/26 in preparation for the Council strategy/budgeting meeting on 1 October

24/P/013 Terms of Reference *Appendix 3*

- a) To agree to increase the number of councillors on the Personnel Committee
- b) To consider if twice-yearly scheduled Committee meetings would be sufficient, given the nature of the Committee's responsibilities
- c) To review the staff appraisal process, specifically the number of councillors conducting the appraisals
- d) To agree to amend the Personnel Committee's Terms of Reference accordingly and present to Full Council for approval.

Signed: *Julia McClung, Clerk & RFO to the Council, 5 September 2024*