



28 February 2025

Councillors Best, Beynon, King (Chair), Mattock, Moodie and Skinner,

You are here by summoned to attend a **West Horsley Parish Council Personnel Committee** meeting on Thursday 6 March at 2pm in the Cedar 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

25/P/001 Apologies for Absence

25/P/002 Declarations of Interests

25/P/003 Minutes of the Previous Meeting of the Committee - to be agreed and signed by the Chairman as a true and accurate record *Appendix 1*

25/P/004 Strategic Policies for Review

- a) Code of Conduct *Appendix 2* in conjunction with the LGA Guidance Note *Appendix 3*
- b) Child Protection Policy *Appendix 4*
- c) Safeguarding Policy *Appendix 5*

25/P/005 Volunteers

- a) To agree to build a list of volunteers for Council-led events
- b) To consider building a list of volunteers for the hand delivery of any Council leaflets, such as newsletters, surveys and Welcome Packs

25/P/006 DBS Checks for Councillors

To devise and approve a system for councillor and volunteer DBS checks, to ensure the Council meets all safeguarding requirements when working with young people and/or vulnerable adults

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

25/P/007 Staff Annual Leave 2024/25

To review the annual leave taken and any being carried forward by staff

25/P/008 Appraisals

To discuss employee appraisals which will take place on Friday 4 April 2025

25/P/009 Any Other Matters Arising

25/P/010 Date of Next Meeting

To agree that the next meeting will be on Thursday 6 June at 1.30pm in the Rubin Room

Signed: *Julia McClung, Clerk & RFO to the Council, 28 February 2025*