

12<sup>th</sup> July 2023

Councillors Best, Beynon and King,

You are here by summoned to attend a **West Horsley Parish Council Personnel Committee** meeting on Monday 17<sup>th</sup> July 2023 at 11am 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 include all items which for discussion in the absence of the press and public due to the personal or sensitive nature of the information. 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**

23/P/001 Chairman's Opening Remarks

23/P/002 Apologies for Absence

23/P/003 Declarations of Interests

*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 1060 in order to discuss staffing matters.*

23/P/004 Training and Development

To discuss how best to ensure that councillors and staff continue to develop their knowledge and skills.

23/P/005 Staff Appraisals

To agree when mid- and end-year staff appraisals will next take place.

23/P/006 Annual Leave

To review staff annual leave to date for 2023/24.

23/P/007 Village Warden *Appendix 1 Confidential*

To receive a report from the Village Warden on works completed in April, May, and June 23; and to review the Warden's performance and pay.

23/P/008 Strategic Planning

To initiate planning discussions in advance of the Council's Initial Strategy Meeting on 1<sup>st</sup> August.

23/P/009 Date of Next Personnel Committee Meeting

To agree the dates and times of the next two meetings: Monday 31st October 2023 and Monday 26<sup>th</sup> February 2024, at 11am in the Rubin Room.

23/P/010 Any Other Matters

Signed: *Julia McClung, Clerk & RFO to the Council, 12<sup>th</sup> July 2023*