

**Full Minutes of the Personnel Committee Meeting on 10 September 2024
3.30pm, Rubin Room, West Horsley Village Hall**

24/P/009 **Apologies for Absence**
None

24/P/010 **Declarations of Interests**
None

24/P/011 **Minutes of the Previous Meetings**
The minutes of the previous meeting held on 26 February 2024 were approved by the Committee and signed by the Chairman as a true and accurate record.

Members agreed to resolve to exclude the press and public from the following items in accordance with the provision of the Public Bodies (Admission to Meetings) Act 1060 in order to discuss staffing matters.

24/P/012 **Budget for 2025/26**
Members discussed and agreed its recommendation for staffing and training budgets for 2025/26 in preparation for the Council's strategy/budget meeting on 1 October.

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

- a) Members agreed to increase the number of councillors on the Personnel Committee from three to five.
- b) Members agreed that from 2025 the Committee will schedule three meetings per year, to be held in April, June, and October.
- c) Members agreed that staff appraisals will be carried out by a reduced panel as follows:
 - Clerk: by the Chair of the Committee and the Chairman of the Council
 - Deputy Clerk: by the Chair of the Committee and the Clerk
- d) Members agreed to amend the Personnel Committee's Terms of Reference and to present to Full Council for approval in October.

The meeting was closed at 4.30pm.

Date of Next Meeting

Monday 25 November 2024 at 1.30pm in the Rubin Room.

Signed by the Chairman as a true and accurate record:

Date: