West Horsley Parish Council

Minutes of the Personnel Committee Meeting on 30th October 2023
11am, Rubin Room, West Horsley Village Hall

23/P/017 **Chairman's Welcome**
The Chairman welcomed attendees to the meeting.

23/P/018 **Apologies for Absence**
None

23/P/019 **Declarations of Interests**
Cllrs King and Best - 23/P/024 Village Hall Manager - as both sit on the Village Hall Management Committee.

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

23/P/020 **Minutes of the Previous Meetings**
The minutes of the following meetings were approved by the Committee and signed by the Chairman as a true and accurate record:
a) Committee meeting on 17th July 2023
b) Extraordinary meeting on 24th August 2023

23/P/021 **Budget 2024/25**
Members discussed and agreed the required budgets for the following:
- Clerks' salaries and pensions
- Councillor and Clerk training programme
- Village Warden

23/P/022 **Strategic Plan 2024/27**
Members discussed priorities for 2024/25 and beyond, including the smooth succession of the Chairman and Vice Chair, and ongoing training programme for Councillors and Clerks.

23/P/023 **Staffing**
a) It was agreed that the Clerk's annual review and the Deputy Clerk's mid-year review would take place w/c 19th February 2024. Dates and times to be confirmed.
b) Members reviewed a summary of annual leave taken to date for year ending 2023/24.

23/P/024 **Village Hall Manager**
It was noted that the Village Hall Manager has resigned and will leave her post on 31st December 2023. The role will be split in to two. Adverts and job descriptions for an Administrator and a Facilities Manager are in circulation and some enquiries/applications have been received. Closing date for applications is 6th November.

23/P/025 **Dates of Next Personnel Committee Meetings**
It was agreed that the next two committee meetings will take place on Monday 26th February 2024 and Monday 3rd June 2024 at 1.30pm in the Rubin Room.

23/P/026 **Any Other Matters** None

The meeting concluded at 12.05pm

Signed by the Chairman as a true and accurate record: ……

Date: ……