



CRANLEIGH PARISH COUNCIL

NOTICE OF A MEETING OF THE PERSONNEL COMMITTEE

Monday 07 July 2025 at 6.00pm
Council Chamber

To ALL MEMBERS OF THE PERSONNEL COMMITTEE

Councillors are respectfully summoned to attend a meeting of the Personnel Committee to be held
at **6.00pm on Monday 07 July 2025 at the Council Chamber.**

Beverley Bell FSLCC
Parish Clerk

30 June 2025.

Members of the public and press are entitled to attend this meeting in person
and may also attend via zoom using this link:

Topic: Personnel Committee

Time: Jul 7, 2025 06:00 PM London

Join Zoom Meeting

<https://us06web.zoom.us/j/85728399788?pwd=F7INXFO3whwT0yVya4tpZ2WpclJbhd.1>

Meeting ID: 857 2839 9788

Passcode: 460340

One tap mobile

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Please note that there is a maximum capacity of 25 persons in the Council Chamber including the Council.

Members Questions

At the discretion of the Chairman, those members of the public, residing or working within the Council's boundary, will be invited to make representations or ask questions in respect of the business on the agenda, for a maximum of 3 minutes per person or 15 minutes overall.

AGENDA FOR THE PERSONNEL COMMITTEE MEETING

To:- The Personnel Committee

Cllr R Burbridge Vice Chairman
Cllr H Nicholson
Cllr M Scully
Cllr R Tyler
Cllr M West Chairman

1. **APOLOGIES FOR ABSENCE**

Recommendation:

- To receive apologies and reasons for absence.

2. **DECLARATIONS OF INTEREST**

Recommendation:

- To receive any declarations of interest from Members in respect of any item to be considered at the meeting and notification of any changes to Members' Interests.

3. **PUBLIC SESSION**

Recommendation:

- To note any comments from parishioners.

4. **PERSONNEL COMMITTEE MINUTES**

Distributed separately.

Recommendation:

- The Council to approve and the Chairman to sign as a correct record, the Minutes of the Personnel Committee Meeting held on 06 May 2025.

5. **CHAIRMAN'S REPORT**

Recommendation: To note the report.

6. **STAFF MATTERS**

Recommendation:

- To exclude members of the press and public – reason staff in confidence.
- To receive an update on staffing matters from the Clerk.
- To receive an update on the NALC/SLCC National Salary Award.
- To receive a report on staff appraisals from the Clerk.
- To receive a report on the Clerk's appraisal from Cllrs M Scully and M West.
- To consider a quotation for a review of the current Staff Structure including job descriptions by an independent HR consultant.
- To consider a quotation for a review of the current appraisal process by an independent HR consultant.
- To make a recommendation to the Council.

7. **DATE OF NEXT MEETING**

Monday 10 November 2025.

Please note that the agenda and all associated papers can be found on the Parish Council website www.cranleigh-pc.gov.uk

Please note that the agenda and all associated papers can be found on the Parish Council website. Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees, and not seated in the designated no-filming area, will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.