



CRANLEIGH PARISH COUNCIL

Tel: 01483 272311
Fax: 01483 277573
Website: www.cranleighpc.org

Village Way
Cranleigh
Surrey
GU6 8AF

21 November 2018

NOTICE OF A MEETING OF THE PERSONNEL COMMITTEE

Members of the Personnel Committee are respectfully summoned to a Meeting to be held on **Thursday 29 November 2018 at 6.00p.m.** in the Council Chamber, Village Way, Cranleigh.

Beverley Bell FSLCC
PARISH CLERK

To:- The Personnel Committee

Cllr R Burbridge
Cllr R Cole
Cllr B Freeston
Cllr A Richardson
Cllr R Tyler

AGENDA

1. **APOLOGIES FOR ABSENCE**
Recommendation: To accept apologies and reasons for absence.
2. **DECLARATION OF INTERESTS**
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. **PERSONNEL COMMITTEE MINUTES**
Recommendation: The Committee to approve and the Chairman to sign as a correct record, the Minutes of the Personnel Committee Meeting held on 27 September 2018.
4. **CHAIRMAN'S REPORT**
Recommendation: To note the report.
5. **PUBLIC SESSION**
Recommendation: To note any comments by members of the public.

6. STAFF HANDBOOK

To review the following policies for inclusion in a new Staff Handbook

Recommendation:

- **To receive the Working Party's comments on their review of the personnel policies and Staff Handbook and make a recommendation to the Council.**

7. STAFF MATTERS

Recommendation:-

- **To exclude members of the press and public – reason staff in confidence.**
- **To receive a report by the Clerk and to make a recommendation to the Council on Staff Structure.**
- **To make a recommendation to the Finance Committee on the staff salary budget for financial year 01/04/19 – 31/03/20.**

8. DATE OF NEXT MEETING

Thursday 28 February 2019

Please note that the agenda and all associated papers can be found on the Parish Council website www.cranleighpc.org.

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.