



**CRANLEIGH PARISH COUNCIL**  
**MINUTES OF THE PERSONNEL COMMITTEE MEETING**  
**ON WEDNESDAY 03 MAY 2023 at 6.00pm at the Council Chamber**

Councillors

Cllr R Burbridge\* Vice Chairman

Cllr C Gould

Cllr N Sanctuary\*

Cllr M Scully\*

Cllr R Tyler\* Chairman

PRESENT\*

ALSO PRESENT: B. Bell Parish Clerk FSLCC

1. APOLOGIES FOR ABSENCE – The Committee AGREED the prior commitment apology of Cllr C Gould.
2. DECLARATION OF INTERESTS  
Cllr N Sanctuary declared an interest as Chairman of the Glebelands School Governors.
3. PERSONNEL COMMITTEE MINUTES  
The draft minutes of the Personnel Committee meeting held on 06 February 2023, having previously been circulated, were AGREED and SIGNED by the Chairman as a true record.
4. CHAIRMAN’S REPORT - The Chairman said she had enjoyed chairing this Committee.
5. PUBLIC SESSION - There were no members of the public present.
6. STAFF MATTERS  
The Committee AGREED to exclude the press and public from the meeting, reason staff in confidence.
  - The Clerk gave an update on staffing matters.
  - The Committee AGREED:
    - To appoint Cllrs R Burbridge, N Sanctuary and M Scully to interview the Trainee Admin Clerk candidates.
7. DATE OF NEXT MEETING  
To be arranged.

The meeting closed at 6.30pm

Signature.....

Date.....