



CRANLEIGH PARISH COUNCIL
MINUTES OF THE PERSONNEL COMMITTEE MEETING
ON THURSDAY 29 FEBRUARY 2024 at 6.00pm at the Council Chamber

Councillors

Cllr R Burbridge* Vice Chairman

Cllr N Sanctuary

Cllr M Scully*

Cllr R Tyler* Chairman

Cllr M West*

PRESENT*

ALSO PRESENT: B. Bell Parish Clerk FSLCC.

1. APOLOGIES FOR ABSENCE – The Committee AGREED the prior commitment apology of Cllr N Sanctuary.
2. DECLARATION OF INTERESTS
There were no declarations of interest.
3. PERSONNEL COMMITTEE MINUTES
The draft minutes of the Personnel Committee meeting held on 20 November 2023, having previously been circulated, were AGREED and SIGNED by the Chairman as a true record.
4. CHAIRMAN’S REPORT - The Chairman had no report.
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 recommend to full Council to advertise the Trainee Admin Clerk staff vacancy for 20 hours per week SCP 5 – 7. The Clerk and one Councillor will conduct the interviews and the vacancy will be advertised widely in the village.
 - The Committee AGREED to recommend to full Council a 6% inflationary salary increase in line with the recommendation of the Grounds Maintenance Association from 01 April 2024.
 - The Committee DECLINED to subscribe to the LGA Employer Link Service.
7. DATE OF NEXT MEETING – Thursday 02 May 2024. The meeting closed at 6.31pm

Signature.....

Date.....