



**CRANLEIGH PARISH COUNCIL**  
**MINUTES OF THE PERSONNEL COMMITTEE MEETING**  
**ON MONDAY 22 JULY 2024 at 6.00pm at the Council Chamber**

Councillors

Cllr R Burbridge\*      Vice Chairman

Cllr N Sanctuary

Cllr M Scully\*

Cllr R Tyler

Cllr M West\*            Chairman

PRESENT\*

ALSO PRESENT: B. Bell Parish Clerk FSLCC.

1. APOLOGIES FOR ABSENCE – The Committee AGREED the apologies of Cllr N Sanctuary who has a prior commitment and Cllr R Tyler who is unwell.
2. DECLARATION OF INTERESTS  
There were no declarations of interest.
3. PERSONNEL COMMITTEE MINUTES  
The draft minutes of the Personnel Committee meeting held on 02 May 2024, having previously been circulated, were AGREED and SIGNED by the Chairman as a true record.
4. CHAIRMAN’S REPORT  
The Chairman and Cllr M Scully had carried out the Clerk’s Appraisal last week.
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 said she is in the process of producing the Council’s budgets for financial year 01/04/25 – 31/03/26 and asked for guidance on the level of inflationary increase to include for staff salary budgets. She reported that the Chancellor of the Exchequer has hinted at a 5.5% pay increase for public sector workers. The Committee AGREED to include a budget for an inflationary pay increase of 5.5% for staff next year.
  - The National Salary Award recommendation for the Clerks from 01 April 2024 is a flat rate increase of £1,290 for SCP 2 – 43 or 2.5% for SCP 44 upwards, but it has not been agreed yet.
  - The Clerk undertook all Staff Appraisals in July 2024 and the Chairman gave a report on the Clerk’s Appraisal.
  - The Committee AGREED to recommend a number of performance awards to the Council.
7. DATE OF NEXT MEETING  
Thursday 14 November 2024 - The meeting closed at 6.45pm

Signature.....

Date.....