



## CRANLEIGH PARISH COUNCIL

### MINUTES OF THE PERSONNEL COMMITTEE MEETING ON THURSDAY 22 FEBRUARY 2018 AT 6.00pm IN THE COUNCIL OFFICE, VILLAGE WAY

#### Councillors

Cllr R Burbridge\*

Cllr R Cole\*                      Chairman

Cllr B Freeston\*                Vice Chairman

Cllr A Richardson\*

#### PRESENT\*

ALSO PRESENT: B. Bell Parish Clerk FSLCC, Cllr M Foryszewski.

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATION OF INTERESTS

There were no declarations of interest or changes notified to members interests.

3. PERSONNEL COMMITTEE MINUTES

The draft minutes of the Personnel Committee meeting held on 23 November 2017, having previously been circulated, were AGREED and signed by the Chairman as a true record.

4. CHAIRMAN'S REPORT

There was no Chairman's Report.

5. POLICIES REVIEW

The Clerk reported that she has begun to review the Council's policies. She has created a spreadsheet of policies including details about any model policies from third parties, creation date, review date and Committee responsibility. Members NOTED the Clerk's report.

6. PUBLIC SESSION

There were no members of the public present who wished to speak.

7. STAFF MATTERS

The Committee AGREED to exclude the press and public from the meeting, reason staff in confidence.

8. DATE OF NEXT MEETING

Thursday 10 May 2018.