



**CRANLEIGH PARISH COUNCIL**

MINUTES OF THE PERSONNEL COMMITTEE MEETING  
ON THURSDAY 27 SEPTEMBER 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\*
- Cllr R Tyler

PRESENT\*

ALSO PRESENT: B. Bell Parish Clerk FSLCC.

1. APOLOGIES FOR ABSENCE – The prior commitment apology of Cllr B Freeston was AGREED.
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 19 July 2018, having previously been circulated, were AGREED and signed by the Chairman as a true record.
4. CHAIRMAN'S REPORT - There was no report.
5. PUBLIC SESSION - There were no members of the public present who wished to speak.
6. STAFF HANDBOOK  
The Committee DELEGATED AUTHORITY for Cllrs R Cole and A Richardson to review the Staff Handbook prepared by the Clerk and bring comments to the next meeting of the Committee for approval.
7. STAFF MATTERS  
The Committee AGREED to exclude the press and public from the meeting, reason staff in confidence.
  - The Committee AGREED to nominate Cllrs R Cole and A Richardson to form a panel.
  - The Committee AGREED to recommend to the Council to increase the working hours for one post from 16 to 30 hours per week from 01 November 2018.
  - The Council AGREED to recommend the Staff Salary Budget for 2019/20 to the Finance Committee for inclusion in the 2019/20 budget and asked the Clerk to look at the staff time allocations across the cost centres.
8. DATE OF NEXT MEETING - Thursday 25 October 2018. The meeting closed at 6.35pm

Signature.....

Date.....