



Broadbridge Heath Parish Council

www.broadbridgeheath-pc.gov.uk



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01403 900665

To all Councillors - You are hereby summoned to the **EXTRORDINARY MEETING OF THE PARISH COUNCIL** to be held at **The Parish Office, Sargent Way** on **WEDNESDAY 16th April 2025** commencing at **2.00 pm**. The first 15 minutes are available for the public and the press who have a right to attend to express a view or ask a question on relevant matters on the following agenda (Standing Order 3d). Members of the public are welcome to stay and observe the rest of the meeting.

Signed: *L Edwards*

Lucinda Edwards (Clerk) – April 10th 2025

Members of press and public welcome

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| 1 | APPOINTMENT OF LOCUM CLERK FOR THE MEETING | 14:00 |
| | To formally appoint a Locum Clerk for the meeting. | |
| 2 | PUBLIC SPEAKING | 14:00 |
| 3 | APOLOGIES AND REASON FOR ABSENCE | 14:15 |
| | To receive and approve any apologies for absence. | |
| 4 | DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES | 14:20 |
| | To receive any disclosure by Members of personal interests in Matters on the Agenda, the nature of the interest and whether the Member regards the interest as personal, prejudicial, or pecuniary under the terms of the Revised Code of Conduct from members. | |
| 5 | CHAIR'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY | 14:25 |
| | To receive announcements from the Chair of the Council. | |
| 6 | RATIFICATION OF PAST DECISIONS AND EXPENDITURE | 14:30 |
| | To consider and determine ratification of the following decisions previously taken: | |
| | 6.1 To agree the decision to enter into a one-year contract for HR services with WorkNest at a total cost of £2,690. | |
| | 6.2 To retrospectively approve delegation to sign the Worknest contract on behalf of the council. | |
| | 6.3 To agree an Employee Assistance Programme (EAP) with WorkNest at a cost of £1,127. | |
| | 6.4 To note that these decisions are being regularised to comply with Standing Orders, Financial Regulations, and relevant legislation. | |
| 7 | WICKHURST GREEN PARCELS | 14:40 |
| | To receive an update on progress of the transfers of SL5, SL6 and SL9. | |
| 8 | PERSONNEL COMMITTEE** | 14:50 |
| | 8.1 To receive an update from the Personnel Committee on staffing and associated matters and agree any appropriate actions, | |
| | 8.2 To consider resolving to adjust EMR391 - HR Resource and approve the adjustment figure. | |
| 9 | DATE OF NEXT MEETINGS: | 15:00 |
| | Finance and Establishment Committee – Monday 28 th April – 7:45pm | |
| | Annual Parish Council meeting – Monday 12 th May – 7:30pm | |
| | Recreation Committee – Monday 9 th June – 7:45pm | |
| | Allotments sub-committee – Monday 10 th November – 7:30pm | |
| | Personnel Committee – Monday 10 th November – 8:30pm | |

** Pursuant to the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 ss100, and because of the confidential nature of the business to be transacted, the public and press may be required to leave the meeting during the consideration of these items.