



## BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the **PERSONNEL COMMITTEE** meeting held on **Monday**  
**23<sup>rd</sup> of January 2023 at 7.30pm**

### Present Committee Members Were:

Cllr Christine Knight (Chair) (CK)  
Cllr Terry Oliver (TO)  
Cllr David Trangmar (DT)  
Cllr Geoff Clark (GC)  
Cllr Kaz Smith (KS)

Clerk: Lucinda Edwards

Members of the Public: None

Press: None

<b>P001/23</b>	<b>PUBLIC SPEAKING</b>
	No members of the public were present.
<b>P002/23</b>	<b>APOLOGIES AND REASON FOR ABSENCE</b>
	None.
<b>P003/23</b>	<b>DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES</b>
	None.
<b>P004/23</b>	<b>CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY</b>
	None
<b>P005/23</b>	<b>MINUTES</b>
	Members resolved to <b>APPROVE</b> the minutes of the Personnel Committee meeting held on the 26 <sup>th</sup> September 2022. The minutes were signed by the Chair.
<b>P006/23</b>	<b>ADDITIONAL HOURS WORKED DURING DECEMBER 2022</b>
	Additional hours worked by officers during December 2022 were ratified and <b>AGREED</b> ,
<b>P007/23</b>	<b>STAFFING BUDGET AND EARMARKED RESERVES</b>
	The Clerk's update on staffing budget and use of the EMR Additional Resource was <b>NOTED</b> .
<b>P008/23</b>	<b>EXCLUSION OF PRESS AND PUBLIC</b>
	Not applicable as no public present.
<b>P009/23</b>	<b>OFFICER CONTRACTED HOURS</b>

	It was <b>AGREED</b> to recommend to full council the amendments to Officer Contracts, as detailed in confidential <b>APPENDIX 1</b> .
<b>P010/23</b>	<b>ANNUAL LEAVE MANAGEMENT</b>
	It was <b>AGREED</b> for the Clerk to prepare a draft Leave Policy to the Committee ahead of the next meeting. Additional actions related to annual leave were <b>AGREED</b> as detailed in confidential <b>APPENDIX 2</b> .
<b>P011/23</b>	<b>USE OF OFFICER VEHICLES</b>
	It was <b>AGREED</b> that proof of business use on car insurance should be obtained for officers using their own vehicles for work purposes. It was <b>AGREED</b> for the Clerk to obtain a template policy for consideration by the committee.
<b>P012/23</b>	<b>COMMUNITY OFFICER</b>
	Members received and <b>AGREED</b> a salary scale point recommendation from the Clerk in relation to the Community and Facilities Officer's annual pay review. This is detailed in confidential <b>APPENDIX 3</b> .
<b>P013/23</b>	<b>DATE OF NEXT MEETING</b>
	Personnel Committee – Monday 17 <sup>th</sup> July 2023 – 19:30

**The meeting closed at 20.35.**