



The Steyning Centre, Fletchers Croft, Steyning
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Date published Thursday 17th August 2023

TO ALL MEMBERS OF STEYNING PARISH COUNCIL PERSONNEL COMMITTEE

Cllrs Young, Norcross, Lloyd, Linfield, Bell, M. Alexander and Johnson

YOU ARE HEREBY SUMMONED TO A MEETING TO BE HELD ON TUESDAY 22ND AUGUST 2023
AT 7.00PM AT THE STEYNING CENTRE

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND

GDPR Notice - Following the Local Audit and Accountability Act 2014 and with regard to regulations on Access to Local Government Meetings, members of the public are advised that they have the right to film/record meetings of Steyning Parish Council. Members of the public are also advised that by attending a meeting of Steyning Parish Council they give their consent to being filmed/ recorded by other members of the public if such activity is taking place. Any equipment used in the Steyning Centre and plugged into the main electrical supply must be PAT tested.

AGENDA

- 1.0 APOLOGIES FOR ABSENCE** – to receive and accept apologies for absence.
- 2.0 DECLARATIONS OF INTEREST.** – Disclosure by Councillors of their personal interests in regards matters on the agenda, and whether the councillor regard their interest as prejudicial under the terms of the Code of Conduct.
- 3.0 QUESTIONS FROM THE FLOOR** - Up to 15 minutes (2 minutes per person) will be available for the public to make representations or ask questions or (preferably) to answer questions which have been submitted in writing to the Deputy Clerk by noon Friday 18th August 2023.
- 4.0 MINUTES OF PREVIOUS MEETING** – To approve as a true and fair record, and the chair to sign the minutes of the Personnel committee meeting held on the 22nd February 2023.
- 5.0 INFORMATION AND CORRESPONDANCE ITEMS**
None at time of printing
- 6.0 CONFIDENTIAL SESSION**
To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under item 7, 8, 9, 10 and 11 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain
- 7.0 COMPLAINT DATED 17TH JULY FROM A COUNCILLOR** - to discuss the complaint and agree a response and action if necessary.
- 8.0 COMPLAINT DATED 19TH JULY FROM A COUNCILLOR** – to discuss the complaint and agree a response and action if necessary
- 9.0 NON-COMPLIANT EMAILS** – To discuss emails of a possibly non-compliant nature in terms of SPC Policies and agree a recommendation to take forward to Full Council meeting.



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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- 10.0 CARETAKER CONTRACTS - To discuss and agree the changes to the Caretakers Contracts and recommend to full council**
- 11.0 CLERK'S SALARY INCREMENT INCREASES FOLLOWING APPRAISAL AND CILCA COMPLETION – to discuss and agree the Clerk's increment increases and recommend to full council.**
- 12.0 DATE OF NEXT FULL COUNCIL MEETING: Monday 18th September 2022**

**John Fullbrook,
Steypning Parish Clerk**