



The Steyning Centre, Fletchers Croft, Steyning
West Sussex,
BN44 3XZ
Tel. 01903 812042

www.steyningpc.gov.uk

Date published 25th September 2025

TO ALL MEMBERS OF STEYNING PARISH COUNCIL PERSONNEL COMMITTEE

Cllrs Young (Chair), Norcross, Bell, Linfield, Lloyd, Hanson and M Alexander

YOU ARE HEREBY SUMMONED TO A MEETING TO BE HELD ON TUESDAY 30TH SEPTEMBER 2025 AT 7PM 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.

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 Clerk by noon on Monday 29th September 2025.*
- 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 14th July 2025
- 5.0 MATTERS ARISING – These items taken as read**
 - 5.1** Pe/25/07.1 The Personnel Com. produces an impact assessment for the September Full Council Meeting – **See Item 6.1**
 - 5.2** Pe/25/07.2 Personnel Recommendation for vote of no-confidence taken to Full Council – **Actioned**
 - 5.3** Pe/24/12.1 Personnel Com. recommendation concerning members complaint reported back to that member - **Actioned**
 - 5.4** Pe/25/12.2 Personnel Com. recommendation concerning potential further complaints from this member taken to Full Council – **Actioned**
- 6.0 COUNCILLOR CODE OF CONDUCT RESOLUTION**
 - 6.1** Members to consider evidence concerning impact assessment on the business of the Council during the period of the sanctions and to agree upon a short report to be taken to Full Council
 - 6.2** In the light of continuing communications and disruption from an SPC Councillor, and recent communications from the Monitoring Officer, to further consider and agree to recommend to Full Council a way forward to achieve a positive resolution, or to find alternative pathways in order for SPC to maintain a collaborative and productive working culture
- 7.0 INFORMATION AND CORRESPONDANCE ITEMS**

None at time of printing



Parish Clerk: John Fullbrook
Deputy Clerk: Leanne Poole

Email: clerk@steyningpc.gov.uk
Email: leanne.poole@steyningpc.gov.uk

- 8.0 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 items 9 & 10 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain
- 9.0 COUNCILLOR CODE OF CONDUCT SANCTIONS RESOLUTION**
- 9.1** To discuss and agree potential questions regarding being accountable for your actions as a holder of public office, that could be posed to the SPC member who is noted under item 6.2
- 9.2** To discuss and agree whether the '*Flow Chart*' noting SPC disruption and subsequent associated expenditure be put into the public arena.
- 10.0 STAFFING MATTERS** *{Supporting papers}*.
- 10.1 SAR/ FOI / Code of Conduct imposition** - To understand the likely consequences of continued disruption
- 10.2 SPC Staff Structure** - To continue to consider options, to ensure the Councils long term aspirations for future service provisions are planned for, and are achievable.
- 10.3 LADO investigation** – Clerk to update on ongoing Safeguarding investigation
- 10.4 Staff Appraisal** – Update from members concerning the Staff Appraisal process, and conclusions drawn and to agree any recommendations to Full Council.
- 10.5 Staff increments** – To discuss and agree whether to recommend to Full Council that the staff who are on a rising scale receive an annual incremental rise based upon the conclusion of their appraisals (Back pay due from April 2025).
- 11.0 DATE OF NEXT FULL COUNCIL MEETING: Monday 17th November 2025**

John Fullbrook,
Steyping Parish Clerk