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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 FRIDAY 1st MAY 2025 AT 11AM 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 Steypning Parish Council. Members of the public are also advised that by attending a meeting of Steypning 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 Thursday 30th April 2026.
- 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 30th September 2025
- 5.0 **MATTERS ARISING – These items taken as read**
 - 5.1 **Pe/25/19.2** Full Council to engage a Solicitor to consider Cllr Campbell's emails and behaviour – **Actioned**
 - 5.2 **Pe/25/19.2** Cllr Campbell correspondence logged with the Police – **Ongoing**
 - 5.3 **Pe/25/23.1** Cllr Campbell's SAR not being pursued with members agreement as an attempt to waste time – **Actioned**
 - 5.4 **Pe/25/23.2** Potential Staff structure amendments to be revisited when Asset Transference situation more advanced – **Ongoing**
 - 5.5 **Pe/25/23.3** Youth Service LADO investigation to be resolved – **Actioned**
 - 5.6 **Pe/25/23.4** Subsequent to successful appraisal D. Clerk and Admin Assist to receive annual incremental rise – **Actioned**
 - 5.7 **Pe/25/23.4** D. Clerk to enrol on Level 3 Payroll Management Course – **Actioned**
 - 5.8 **Pe/25/23.5** Clerk, D. Clerk and Admin Assist to receive nationally agreed pay rise – **Actioned**
- 6.0 **COUNCILLOR CODE OF CONDUCT RESOLUTION**
 - 6.1 To consider next steps following the resolution at Full Council to pursue further legal advice with reference to managing the poor behaviour of one Councillor.
 - 6.2 In the light of continuing communications and disruption from an SPC Councillor, and recent communications from the Monitoring Officer, and further to Councillor Campbell's decision not to directly communicate with the Clerk, members to agree the procedure for dealing with his emails.



Parish Clerk: John Fullbrook
Deputy Clerk: Leanne Poole

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7.0 INFORMATION AND CORRESPONDANCE ITEMS

None at time of printing

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 & 11 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

10.0 STAFFING MATTERS {Supporting papers}.

10.1 Staff Appraisal – Update from members concerning the Staff Appraisal process, and conclusions drawn and to agree any recommendations to Full Council.

10.2 Staff Minimum Wage increases – Notification to ensure Members aware of the recent increases to the national minimum wage and which SPC personnel are affected by this.

10.3 Caretaker Vacancy – Clerk to update members on attempts to find a new Caretaker and agree any actions

10.4 To discuss and agree a proposed change to the job title of Parish Clerk

11.0 COMPLAINT RESOLUTION

11.1 Members to receive details of residents complaint and to agree a resolution

DATE OF NEXT FULL COUNCIL MEETING: Monday 18th May 2026

**John Fullbrook,
Steyping Parish Clerk**