

MEETING OF THE PERSONNEL COMMITTEE

HELD ON THE 1st MAY 2026 AT 11AM AT THE STEYPING CENTRE

Present: Cllrs Young (Chairman), Bell, Norcross, M Alexander, and Lloyd.
Clerk: John Fullbrook
Members of the public: 1
Meeting Commenced: 11.03 am

DRAFT MINUTES

Pe/25/25 APOLOGIES FOR ABSENCE

25.1 Apologies were received from Cllrs Linfield and Hanson.

Pe/25/26 DECLARATIONS OF INTEREST.

26.1 There were no declarations of interest from Cllrs.

Pe/25/27 QUESTIONS FROM THE FLOOR *(in summary)*

27.1.1 **Q** – Mr Goldsmith asked for confirmation that agenda item 11.1 was dealing with his complaint which he had sent to Cllrs on the 9th April. Also, whether all councillors present had listened to the F&GP meeting on the 9th September that relates to the complaint, and if the Clerk would be leaving the meeting for this item, and that if he wasn't, whether he could also remain present?

27.1.2 **A** – As Chair, Cllr Young confirmed that it was indeed his complaint being reviewed; that she could not speak for all other Cllrs as to whether they watched the meeting; and she confirmed that no decision had yet been made about whether the Clerk was to stay in the meeting for that item, but that either way, Mr Goldsmith would not be allowed to stay. Cllrs did suggest however that if Mr Goldsmith wished to remain available in the Foyer, and if questions arose which he in answering might add clarity to the debate, then he could be asked to return, to which Mr Goldsmith agreed and thanked the Chair.

Pe/25/28 MINUTES OF PREVIOUS MEETING

28.1 Cllr Bell **proposed, seconded** by Cllr Norcross that the Personnel Committee non - confidential minutes from 30th September 2025 be accepted as a true and fair record. **Agreed**

Pe/25/29 MATTERS ARISING – These items to be taken as read

29.1 Pe/25/19.2 Full Council to engage a Solicitor to consider Cllr Campbell's emails and behaviour – **Actioned**

29.2 Pe/25/19.2 Cllr Campbell correspondence logged with the Police – **Ongoing**

29.3 Pe/24/23.1 Cllr Campbell's SAR not being pursued with members agreement as an attempt to waste time – **Actioned**

29.4 Pe/25/23.2 Potential Staff structure amendments to be revisited when Asset Transference situation more advanced - **Ongoing**

29.5 Pe/25/23.3 Youth Service LADO investigation to be resolved – **Actioned**

29.6 Pe/25/23.4 Subsequent to successful appraisal D. Clerk and Admin Assist to receive annual incremental rise – **Actioned**

29.7 Pe/24/23.4 D. Clerk to enrol on Level 3 Payroll Management Course – **Actioned**

29.8 Pe/25/23.5 Clerk, D. Clerk and Admin Assist to receive nationally agreed pay rise – **Actioned**

Pe/25/30 COUNCILLOR CODE OF CONDUCT SANCTIONS RESOLUTION

30.1 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.

Cllr Norcross confirmed that on the basis of the Council's decision at the last Full Council meeting on the 20th April, that she had contacted the SPC appointed Barrister in consideration of a potential legal case and that there was little more to add at this stage, and with all other options appearing to have been exhausted.

30.2 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.

Members understood that there were very few options left in order to deal with Cllr Campbells continued and worsening behaviour, and again focused upon their legal and moral 'Duty of Care' to the Clerk. Cllr Campbell had volunteered not to send emails directly to the Clerk, since the last Full Council meeting. Cllrs briefly considered the most recent communications and commented that the Headings / Title lines in themselves were often inappropriate and that this could be discussed in more detail later in the meeting.

Cllr Young **proposed, seconded** by Cllr Lloyd that SPC continue dealing with Cllr Campbell through the Chair of the Council. **Agreed**

Pe/25/31 INFORMATION AND CORRESPONDENCE ITEMS

31.1 None

Pe/25/32 CONFIDENTIAL SESSION

32.1 Cllr Young **proposed, seconded** by Cllr M Alexander 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 agenda items 9 & 10 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

Pe/25/33 COUNCILLOR CODE OF CONDUCT SANCTIONS RESOLUTION

33.1 To agree potential questions regarding being accountable for your actions as a holder of public office, that could be posed to the SPC member

Members thought that this item should remain on the agenda for next meeting, but that the wording of it should be clearer. It was further noted that email subject titles from certain individuals were often demonstrably derogatory and often towards the Clerk and that this needed to be dealt with.

Cllr Young **proposed, seconded** by Cllr Lloyd that SPC should be minded to change the subject line of emails if derogatory words or phrases are used and that this should be via a recommendation to Full Council in that the SPC Email Policy be amended in order to deal with this issue. **Agreed**

Pe/25/34 STAFFING MATTERS

34.1 Staff Appraisal – Update from members concerning the Staff Appraisal process, and conclusions drawn

Cllrs Bell and Young had undertaken a 6 month progress review following the Clerk's last appraisal and reported to those present that excellent progress had been made with all six objectives which had been identified and previously agreed within the appraisal.

34.2 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.

The Clerk stated that Caretakers would continue to receive 4.5% above the minimum wage. Previous rate was £12.76 p/h and that this will increase to £13.28 p/h as of April 2026.

Part-time youth workers: Currently paid £1.06 p/h above minimum wage. Previous rate was £13.56 p/h. This will increase to £13.77 p/h as of April 2026.

34.3 Caretaker Vacancy – Clerk to update members on attempts to find a new Caretaker
The vacancy was initially advertised on *Indeed* in early February 2026 following John Grimster’s notice. However, this first posting did not attract suitable candidates, either due to their distance from the role or a lack of response to requests to complete the application form. Subsequently, the position was promoted locally via hard copy adverts displayed at the Steyning Centre and on the High street notice-board, as well as shared on SPC social media channels. These efforts did not generate any interest. On 17 April, the vacancy was re-advertised on *Indeed*, and via all previous methods resulting this time in a more positive response. Three suitable applicants have now been shortlisted and are scheduled for interviews on 5 May 2026, or shortly thereafter.

34.4 To consider a proposed change to the job title of Parish Clerk.
The Chair of the Council put forward this item for discussion feeling a change of title in the first instance was necessary due to the Council shortly becoming a Town Council, but that also it would be more appropriate as residents, and third parties would all better understand what the role involved if the title was changed to *C.E.O* rather than *Clerk*, which was frankly understood by very few, and that this would likely benefit the whole Council. It was also noted that the job description should otherwise remain the same.
Cllr Norcross **proposed, seconded** by Cllr Bell that this committee recommends to Full Council that the Clerk’s Job Title changes to Chief Executive Officer. **Agreed**

Pe/25/35 COMPLAINT RESOLUTION

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

35.1.1 The Personnel Chair had received a complaint from a local resident and the content was discussed, and notes made by the office were also noted.

The Clerk left the meeting at this point

35.1.2 Cllr Young **proposed, seconded** by Cllr Norcross that SPC does not uphold this complaint. **Agreed**
Members also resolved that in agreeing this motion, the Chair, and ‘Acting Vice Chair, Cllr Bell, should compile the reasoning behind this decision and send this response, to the complainant on behalf of the Council.

Pe/25/36 Date of next Full Council Meeting: Monday 18th May 2026

The meeting closed at 12.15pm

Signed **Date of next Full Council - 18th May 2026.**
Chair of Personnel