



Horndean Parish Council

STAFF COMMITTEE NOTICE OF MEETING

A MEETING OF THE STAFF COMMITTEE WILL BE HELD ON MONDAY 19 JANUARY 2026 AT 6.00 P.M. IN JUBILEE HALL.

Members are summoned to attend.

Becky White
Clerk to the Council

14 January 2026

AGENDA

1. To receive apologies for absence.

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Councillors giving their apologies should specify their reason for absence and it is for the Council to consider whether to accept them.

2. To receive any Declarations of Interest

Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.

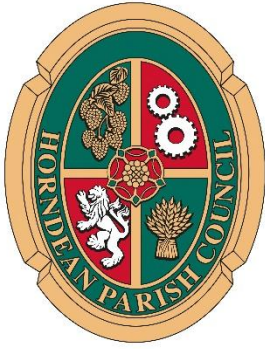
3. To receive and approve the Minutes of the meeting held on the 17 March 2025.

4. To agree to exclude the public and press, in the view that publicity would prejudice the public interest by reason of the confidential nature of the business or arising out of the business about to be transacted. (Public Bodies (Admissions to meetings) Act 1960).

5. To receive a report in respect of internal staffing matters.

6. To note the resignation of the Responsible Finance Officer.

7. To determine the recruitment process for the Responsible Finance Officer.



HORNDDEAN PARISH COUNCIL

MINUTES OF THE STAFF COMMITTEE MEETING HELD AT JUBILEE HALL ON 17 MARCH 2025 AT 6.00 P.M.

PRESENT: Councillors D Prosser (Chairman),
A Redding, R Smith.

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer (Minute Taker).

**PUBLIC
ATTENDANCE:** There were no members of the public present.

SC 001/24/25 **TO RECEIVE APOLOGIES FOR ABSENCE**

No apologies received

SC 002/24/25 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

None declared.

SC 003/24/25 **TO ELECT A VICE CHAIRMAN TO THE STAFF COMMITTEE**

A discussion took place and Cllr R Smith was duly elected as the Vice Chairman.

SC 004/24/25 **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON THE
26 FEBRUARY 2024**

It was **RESOLVED** that the minutes of the Staff Committee meeting held on the 26 February 2024 be signed as a true record of the meeting. All agreed.

SC 005/24/25 **TO RESOLVE TO EXCLUDE THE PUBLIC AND THE PRESS, IN THE VIEW THAT
PUBLICITY WOULD PREJUDICE THE PUBLIC INTEREST BY REASON OF THE
CONFIDENTIAL NATURE OF THE BUSINESS OR ARISING OUT OF THE
BUSINESS ABOUT TO BE TRANSACTED. (PUBLIC BODIES (ADMISSION TO
MEETINGS) ACT 1960.**

No members of the public present

Public meeting closed at 6.15pm

SC 006/24/25

TO RECEIVE AND APPROVE THE CONFIDENTIAL MINUTES OF THE STAFF COMMITTEE MEETING HELD ON THE 26 FEBRUARY 2024

It was **RESOLVED** that the confidential minutes of the Staff Committee meeting held on the 26 February 2024, be signed as a true record of the meeting. All agreed.

SC 07/24/25

TO RECEIVE A REPORT IN RESPECT OF THE PROPOSED ADDITIONAL TRAINING FOR MEMBERS OF THE COUNTRYSIDE TEAM

A report was circulated by the Chief Officer, whereby a discussion took place focusing upon the various training options available for staff within the Countryside Team.

Members agreed to recommend to Council for one member of the team to be provided the opportunity to attend specific (3 day) training in relation to the use of chainsaws.

SC 08/24/25

TO RECEIVE A REPORT IN RESPECT OF STAFF APPRAISALS AND SALARIES

A report was circulated by the Chief Officer and a discussion took place regarding future Objectives within the staff appraisals, and six-monthly reviews. The contents of the report pertaining to each member of staff including salaries were noted.

Members agreed to recommend to Council for appraisals to be reviewed at the midway point.

SC 09/24/25

TO RECEIVE A REQUEST FROM A MEMBER OF STAFF IN RESPECT OF EXTENDED UNPAID ANNUAL LEAVE

The request from a member of staff to be granted a period of unpaid annual leave was considered. A brief discussion took place and alternative cover arrangements were considered.

It was **RESOLVED** that the request be agreed.

Confidential meeting closed at 7:40PM

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Signed - The Chairman

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Date