



PULBOROUGH PARISH COUNCIL

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**MINUTES OF THE MEETING OF THE FINANCE & POLICY
STAFFING SUB-COMMITTEE HELD ON TUESDAY 4TH APRIL 2023
AT THE VILLAGE HALL**

PRESENT: Cllrs: Clarke (Chairman), Ellis-Brown, Hare and Kipp

IN ATTENDANCE: Mrs H Knight (Clerk)

The meeting opened at 6.00pm

18. APOLOGIES FOR ABSENCE

All members were present.

19. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

There were no declarations of interest by Members. There were no changes to register of interests made.

20. MINUTES

It was **RESOLVED** to approve the Minutes of the Meeting held on Thursday 23rd February 2023 as a true and accurate record of the proceedings, and that the Committee Chairman sign them.

21. EXCLUSION OF PRESS AND PUBLIC

It was **RESOLVED** that in view of the confidential nature of the business about to be transacted (staffing / personal data), the press and public be excluded from the meeting, and if present be instructed to withdraw.

22. STAFF VACANCY – DEPUTY CLERK

The Clerk reported that the current Deputy Clerk had offered to extend his resignation date and remain in post to 31st May 2023 to assist in covering the workload. Members supported the Clerk's recommendation to accept this – **RESOLVED**.

Members noted that one application had been received for the vacancy, which had been advertised locally on the Council's notice boards, website and social media, with neighbouring parish councils, with West Sussex Association of Local Councils, NALC and Horsham DC (which included external online listing). Members reviewed the application and **RESOLVED** to arrange to interview the candidate: The Clerk would arrange mutually convenient date within the next fortnight.

23. STAFF ANNUAL LEAVE

Members considered requests from the Deputy Clerk and Clerk to carry forward untaken annual leave into the new leave year (1st April 2023) over the 5 days allowed, of 12 and 14 days respectively. It was **RESOLVED** to approve both requests.

24. STAFF APPRAISALS

The Clerk advised that annual staff appraisals were due. Members noted that these would be likely to take place in May due to workloads and annual leave, and would be undertaken by the Clerk, with Chairman of Council for line-managed staff. The Clerk’s appraisal would be carried out by the Chairman and Vice Chairman of Council.

The meeting closed at 6.53pm.

.....Chairman

.....Date

