



# Horndean Parish Council

## STAFF COMMITTEE

### NOTICE OF MEETING

**A MEETING OF THE STAFF COMMITTEE WILL BE HELD ON MONDAY 17 MARCH 2025 AT 6.00 P.M. IN JUBILEE HALL.**

Members are summoned to attend.

Carla Baverstock-Jones FSLCC, GCILEx, MCMI  
Chief Officer

11 March 2025

#### AGENDA

1. To receive apologies for absence.
2. Declaration 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 elect a Vice Chairman to the Staff Committee.
4. To receive and approve the Minutes of the meeting held on the 26 February 2024.
5. **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)**
6. To receive and approve the Confidential Minutes of the meeting held on the 26 February 2024.
7. To receive a report in respect of the proposed additional training for members of the Countryside Team.
8. To receive a report in respect of staff appraisals and salaries.
9. To receive a request from a member of staff in respect of extended unpaid annual leave.



# HORNDEAN PARISH COUNCIL

## MINUTES OF THE STAFF COMMITTEE MEETING HELD AT JUBILEE HALL ON 26 FEBRUARY 2024 AT 6.30 P.M.

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

**IN ATTENDANCE:** Carla Baverstock-Jones, Chief Officer (Minute Taker), Simon Ritson (RFO)

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

**SC 007/23/24                    TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies received from Cllr S Freeman.

**TO RECEIVE ANY DECLARATIONS OF INTEREST**

None declared.

**SC 008/23/24                    TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON THE  
20 NOVEMBER 2023**

It was **RESOLVED** that the minutes of the Staff Committee meeting held on the 20 November 2023 be signed as a true record of the meeting. All agreed.

**SC 009/23/24                    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 6.40pm*

**SC 010/23/24                    TO RECEIVE AND APPROVE THE CONFIDENTIAL MINUTES OF  
THE STAFF COMMITTEE MEETING HELD ON THE 20 NOVEMBER 2023**

It was **RESOLVED** that the confidential minutes of the Staff Committee meeting held on the 20 November 2023, be signed as a true record of the meeting. All agreed.

SC 011/23/24

**TO RECEIVE A REPORT AND AGREE THE RECOMMENDATION TO COUNCIL REGARDING ANY PROPOSED CHANGES TO STAFF SALARIES FOR 2024/25**

A report including associated information was circulated by the Chief Officer, whereby a discussion took place focusing upon performance, roles, inflation, available options, and the new National Minimum Wage as from the 01 April 2024.

Members agreed to recommend to Council for salaries to be increased as per the proposed percentage rates, and for a full review/evaluation of salaries to be undertaken by an external provider.

SC 012/23/24

**TO DISCUSS ANY PROPOSED CHANGES TO THE CHIEF OFFICER'S SALARY FOR 2024/25**

Members discussed an increase to the Chief Officers salary, and agreed to recommend to Council, for the increase to be as per the percentage applied to all senior members of staff.

*Confidential meeting closed at 7:10PM*

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Signed - The Chairman

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Date