



**GREAT HORKESLEY PARISH COUNCIL**  
**MINUTES OF THE PERSONNEL COMMITTEE MEETING**  
**HELD ON TUESDAY 14<sup>TH</sup> OCTOBER 2025**  
**IN GREAT HORKESLEY NEW VILLAGE HALL AT 7.00PM**

**Those present:**

Cllr M Sudbery (Chairman)

Cllr A Banks

Cllr S Jarvis

Cllr P Tempest

**S25/08 Chairman's Welcome**

The Chairman welcomed everyone to the meeting.

**S25/09 Apologies and Reasons for Absence**

Apologies were received and noted from Cllr Wescomb-Cross.

**S25/10 Declaration of Interests**

No member declared an interest with respect to any item of business on this agenda.

**S25/11 Minutes of Previous Meeting**

The minutes of the Personnel Committee Meeting held 17<sup>th</sup> June 2025 were approved and signed as a true and accurate record, subject to updating the closing time of the meeting.

**S25/12 Terms of Reference**

Members reviewed the Personnel Committee Terms of Reference and did not feel any changes were necessary.

**S25/13 Next Meeting of the Personnel Committee**

The next meeting of the Personnel Committee will be 10<sup>th</sup> March 2026 (if required).

**S25/14 Exclusion of Press and Public**

There were no members of the public present, so the resolution was not passed.

**S25/15 Staff Appraisals**

- (a) The Clerk reported on recent staff appraisals that had taken place.
- (b) Members carried out the Clerk's annual appraisal.

**S25/16 Staff Costs**

Members reviewed the total staff costs from the previous and current financial year so far and discussed estimated expenditure for the next financial year.

**It was unanimously agreed** (proposed Cllr Sudbery, seconded Cllr Banks) to recommend estimated expenditure for the 2026/27 financial year to the Finance Committee for consideration when setting the budget.

The Chairman closed the meeting at 7.18pm.

These minutes are a true and accurate record of the meeting.

Signed .....

Date .....