



5 May 2026

NOTICE OF MEETING

Councillors Moodie (Chair), Best, King, and Mattock,

You are here by summoned to attend a **West Horsley Parish Council Personnel Committee** meeting at 10am on Tuesday 12 May in the Rubin Room, West Horsley Village Hall, 99 The Street, West Horsley, KT24 6DD.

This meeting is open to the press and public. The agenda will be split into two parts. Part 1 will deal with any business which is open to the press and public. Part 2 will deal with any items of a personal or sensitive nature. The press and public will be asked to leave the meeting before Part 2 items are discussed.

Signed: Julia McClung, Clerk & RFO to West Horsley Parish Council

AGENDA

26/P/001 Apologies for Absence

26/P/002 Declarations of Interests

26/P/003 Minutes of the Previous Meeting of the Committee - to be agreed and signed by the Chairman as a true and accurate record *Appendix 1*

26/P 004 Strategic Documents for Consideration

To consider introducing the following:

a) Volunteers Policy

b) Dealings Between PC Staff and the Public Protocol

26/P/005 Date of Next Meeting

To agree the time and date of the next Personnel Committee meeting, to be held in the Rubin Room, West Horsley Village Hall

26/P/006 Any Other Matters Arising

To resolve to exclude the press and public from the following item in accordance with the provision of the Public Bodies (Admission to Meetings) Act 1960 in order to discuss a confidential matter.

26/P/007 Staffing Matters *Confidential Appendix 5*

a) To review annual appraisals which took place on 5 May 2026

b) To agree recommendations to Full Council in relation to the above