

**Minutes of the Personnel Committee Meeting on 12 May 2026
10am, Rubin Room, West Horsley Village Hall**

Present Cllrs E Best, F King, C Mattock, L Moodie (chairman); J McClung (clerk)

26/P/001 Apologies for Absence

None

26/P/002 Declarations of Interests

None

26/P/003 Minutes of the Previous Meetings

The minutes of the previous meeting were approved by the Committee and signed by the Chairman as a true and accurate record.

26/P/004 Strategic Documents for Consideration

- a) Members agreed to prepare a draft Volunteers Policy for approval by Full Council.
- b) Members agreed to prepare a draft Dealings Between PC Staff and the Public Protocol for approval by Full Council.

26/P/005 Date of Next Meeting

The next meeting will take place on Tuesday 27 October 2026 at 10am in the Rubin Room, West Horsley Village Hall. Half yearly staff appraisals have been pencilled for 9-11am, Tuesday 29 September 2026.

26/P/006 Any Other Matters Arising None

Members agreed to resolve to exclude the press and public from the following items in accordance with the provision of the Public Bodies (Admission to Meetings) Act 1960 to discuss staffing matters.

26/P/007 Staffing Matters Confidential Appendix 2

- a) Members discussed the staff annual appraisals which took place on 5 May 2026. (The Clerk left the room during discussions on her appraisal.)
- b) Members agreed its recommendations in relation to the above, to be considered by Full Council at its meeting on 19 May 2026.

The meeting was closed at 11.02am.

Signed by the Chairman as a true and accurate record:

Date: