



**CHAPEL-EN-LE-FRITH PARISH COUNCIL**

Town Hall, Market Street, Chapel-en-le-Frith, SK23 0HP

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clerk@chapelpc.org

[www.chapelpc.org](http://www.chapelpc.org)

Office Hours: Thursday 9.00 to 12.30

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13<sup>th</sup> February 2025

**Personnel Committee**  
**Wednesday 19<sup>th</sup> February 2025**  
**Annexe, Chapel-en-le-Frith Town Hall**

To: Members of the Personnel Committee

You are summoned to attend a meeting of the Committee to be held at 6.30pm on Wednesday 19<sup>th</sup> February 2025.

*Emma Howe*

Assistant Clerk to the Council

**AGENDA**

1. To receive apologies for absence
2. To make any Declarations of Interest re items on the agenda
3. To approve the minutes of the Committee's meeting held on 4<sup>th</sup> August 2024.
4. 'To determine which items, if any, from the Agenda should be taken with the public excluded. If the Parish Council decides to exclude the public, it will be necessary to pass a resolution in the following terms: "to consider a resolution under the Public Bodies (Admission to Meetings Act 1960) s1 to exclude members of the press and public in order to discuss item number ..."  
This item will then be discussed with press and public excluded.'
5. To consider a request from the Assistant Clerk to carry more than one weeks holiday entitlement over to next year due to exceptional circumstances.
6. To review the job description and pay scale of the Assistant Clerk following a change in working hours and responsibilities.
7. To prepare and agree on a job advertisement & description for the seasonal park keeper position.
8. To draft policies for the following items:
  - Bullying & Harassment
  - Whistleblowing
  - Absence & Sickness
  - Flexible Working
  - Appraisals and Performance Management
  - Lone Worker
  - Remote & Hybrid Working
  - Volunteer Workers