



CHAPEL-EN-LE-FRITH PARISH COUNCIL

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

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Office Hours: Thursday 9.00 to 12.30

25th February 2025

**Personnel Committee
Tuesday 4th March 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 Tuesday 4th March 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 4th 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 review the job description and pay scale of the Assistant Clerk following a change in working hours and responsibilities.