



CHAPEL-EN-LE-FRITH PARISH COUNCIL

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

Tel: 01298 813320

clerk@chapelpc.org

www.chapelpc.org

Office Hours: Thursday 9.00 to 12.30

31st July 2026

To: Members of the Personnel Committee

You are summoned to attend a meeting of the Committee to be held at 6.00pm on Thursday 6th August 2026.

Kind Regards,

Emma Howe

Assistant Clerk to the Council

astclerk@chapelpc.org

AGENDA

The business to be conducted will be as follows:

27/207 To receive apologies for absence

27/208 To make any Declarations of Interest

27/209 To approve the minutes of the Committee's meeting held on 9th July 2026

27/210 To determine which items, if any, from the Agenda should be taken with the public excluded. If the Committee 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 ..." These items will then be discussed with press and public excluded.'

27/211 To agree any variations of order of business

27/212 Public participation – upto 10 minutes will be made available for members of the public to raise matters relevant to the business of the Parish Council

27/213 To consider the draft Terms of Reference (Draft ToR attached)

27/214 Motion – Cllr Daniels

That the Personnel Committee revisits the Park Manager's role and job description, including the requirement for the Park Manager to attend Full Council and relevant committee meetings, where appropriate, to provide operational update reports, professional advice and input on matters relating to the Council's parks and open spaces.

27/215 Motion – Cllr Daniels

That the handbook is not adopted in its current form and is instead referred back to the Personnel Committee and the Personnel Chair for a further structured review, with independent HR or employment law input if considered necessary, to ensure:

All template wording has been removed.

1. The procedures accurately reflect the Council's staffing and governance arrangements.
2. Investigation, hearing and appeal roles are clearly separated and independent.
3. Terminology, responsibilities and delegated authority are consistent throughout.
4. Staff rights and responsibilities are presented with equal clarity and balance.
5. The handbook supports both lawful employment practice and effective democratic accountability.

27/216 Proposal for discussion from Cllr Chantler

Is the current staffing structure of employed staff at Chapel-en-le-Frith Parish Council fit for purpose, given the nature, volume of work and required output of outcomes against defined Aims objectives and timelines from staff or does this structure need to be reviewed explored further and budgeted for with external support and guidance?

27/217 Personnel Committee structure and functions

To consider the need for a thorough review of the form and functions of the Personnel Committee in the light of thorough reviews and comments provided by Cllr. M Daniels following her review of the draft Handbook and comments circulated informally by other Councillors. This review is to produce a firm motion or motions for the next Personnel Committee meeting setting out the required actions.

27/218 Motion from Cllr Hill

That the Personnel Committee carries out an audit of the documentation and assets that it should legally hold and review and that it would be beneficial to have on record.