

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

Minutes of the meeting of the Personnel Committee  
held on 5<sup>th</sup> June 2025, at Chapel Town Hall at 6.30pm

Present: Cllrs J Adshead, M Chantler, A Foreshew-Cain (Chair), J Perkins, C Williams, S Young

In attendance: Mrs. E. Howe – Assistant Clerk

**26/104 Apologies for absence** A Gilfillan

**26/105 Declarations of Interests** Nil

**26/106 Minutes of previous meeting** It was resolved to approve as a true and correct record the minutes of the Committee meeting held on 10<sup>th</sup> April 2025.

**26/107 '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.'** None.

**26/108 Motion from Cllr Adshead: That the council conducts a full review of all paid roles with the intention of providing time/cost savings and improving productivity.**

Having considered Cllr Adshead's motion the committee have concluded that the following motion be referred to the next full meeting of the Council: - that the PC and its committees conduct a comprehensive review of the work of the parish council, with a view to setting a development plan for the Council with clear goals and targets for the period 2025-2027.

**26/109 To receive a report following the Clerk's finalization of her probationary period** All agreed and accepted the report. It was agreed the Clerks annual review will be undertaken by the Char of the Council, Chair of Personnel and Cllr M Chantler.

**26/110 To consider a request from the Assistant Clerk to take 3 weeks consecutive annual leave next year** It was agreed to confirm with the Clerk before agreeing.

**26/111 To arrange dates for the personnel committee for the rest of the year** The following dates were confirmed:

3<sup>rd</sup> July 2025, 11<sup>th</sup> September 2025, 6<sup>th</sup> November 2025, 8<sup>th</sup> January 2026 and 5<sup>th</sup> March 2026

**26/112 To review the Terms of Reference for the committee** A few minor changes were agreed the amended policy will be submitted at the next meeting for approval.

**26/113 To consider staff handbook policies** It was agreed Cllr Foresheew-Cain together with the Clerk would explore the standardisation of staff contracts without making any changes to individuals contracts terms and conditions.

The following policies were considered and accepted with minor adjustments:

Dignity at Work

Training and development policy

It was agreed to accept the following policies without amendments:

Performance improvement policy

Performance improvement plan

The meeting closed at 7.44pm

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**CHAIR**