

CHAPEL-EN-LE-FRITH PARISH COUNCIL

Minutes of the meeting of the Personnel Committee
held on 3rd July 2025, at Chapel Town Hall at 6.30pm

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

In attendance: Mrs. E. Howe – Assistant Clerk
Cllr Daniels

26/146 Apologies for absence J Perkins

26/147 Declarations of Interests Nil

26/148 Minutes of previous meeting It was resolved to approve as a true and correct record the minutes of the Committee meeting held on 5th June 2025.

26/149 Matters arising : Assistant Clerk extended holiday request – update. It was reported the Chair of the Personnel committee has discussed the request with the Clerk and the request has been accepted and agreed.

26/150 '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.

26/151 To establish a working party to review paid staff roles and responsibilities Councillors Daniels, Foreshew-Cain and Williams will form the working party. It was noted that current staff records are not complete and that appraisals have only recently started to be carried out by relevant line managers. Some concern was expressed by Cllr Gillfillan at the lack of accurate record keeping. It was agreed that more accurate records must be kept in future.

26/152 To establish a working party to consider the role of the personnel committee in development plans for CELF Parish Council 2026-2028 It was agreed to defer this item until the next meeting.

26/153 To consider asking the Parks staff to paint the Annexe as an urgent priority over all other duties It was noted Cllr Chantler objected to the use of word ALL in the motion on the agenda.

Councillor Foreshew-Cain proposed, and Councillor Gilfillan seconded an amendment to the motion to request the Clerk investigate the options available to achieve agenda item 8 using either staff resources or by contracting a professional by the next meeting date.

26/154 To review the Terms of Reference for the committee The amended TOR were agreed and accepted by the committee.

26/155 To consider staff handbook policies

The following policies were considered and accepted with minor adjustments:

Annual Leave Policy

Appraisals Policy

Homeworking Policy

It was agreed to accept the following policies without amendments:

Flexible Working Policy

The meeting closed at 7.55pm

CHAIR