



**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

4<sup>th</sup> September 2025

**Personnel Committee**  
**Thursday 11<sup>th</sup> September 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 Thursday 11<sup>th</sup> September 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 3<sup>rd</sup> July 2025
  4. Matters arising:
    - Working party update regarding the review of paid staff roles and responsibilities
  5. '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.'
  6. Review of updated/new personnel files for paid staff members
  7. To consider a monthly rolling contract extension for the seasonal park keeper
  8. Motion from Cllr Daniels: To review the Park Managers contract including duties.
  9. To review the amended Terms of Reference for the Committee
  10. To consider staff handbook policies for the following items:
    - Lone Working policy
    - Maternity Leave & Pay Policy
    - Paternity Leave & Pay Policy
    - Sexual Harassment Policy
    - Whistleblowing Policy
- PLEASE NOTE THAT STAFF HANDBOOK WITH THESE POLICIES HAS BEEN PREVIOUSLY DISTRIBUTED.