

## CHAPEL-EN-LE-FRITH PARISH COUNCIL

Minutes of the meeting of the Personnel Committee  
held on 11<sup>th</sup> September 2025, at Chapel Town Hall at 6.30pm

Present: Cllrs J Adshead, M Daniels, A Foreshew-Cain (Chair), Gilfillan, J Perkins and S Young

In attendance: Mrs. E. Howe – Assistant Clerk

**26/240 Apologies for absence** Cllr Chantler

**26/241 Absent** Cllr C Williams

**26/242 Declarations of Interests** Nil

**26/243 Minutes of previous meeting** It was resolved to approve as a true and correct record the minutes of the Committee meeting held on 3<sup>rd</sup> July 2025.

**26/244 Matters arising: Working Party update.** It was reported the working party had met.

**26/245 '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.

**26/246 Review of updated personnel files for paid staff members** The Assistant Clerk is currently undertaking a review of the personnel files and more detailed and comprehensive files will be created and maintained. Job roles and person specifications for each paid job role are also to be reviewed.

**26/247 To consider a monthly rolling contract extension for the seasonal Park Keeper** It was agreed to approach the Council's HR advisors and request advice regarding extending the contract to ensure all legal requirements are met.

**26/248 Motion from Cllr Daniels: To review the Park Manager contract including duties** It was reported the role was reviewed at the beginning of 2024 and is currently part of the personnel file reviews

**26/249 To consider staff handbook policies** It was agreed to defer the review of the remaining policies until the next meeting

The meeting closed at 7.52pm

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**CHAIR**