

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

Minutes of the meeting of the Personnel Committee  
held on 6<sup>th</sup> November 2025, at Chapel Town Hall at 6.30pm

Present: Cllrs M Chantler, S Young and C Williams (in the Chair)

In attendance: Mrs. E. Howe – Assistant Clerk

**26/318 Election of Chairman** Deferred until the next meeting, Cllr Williams as Vice-Chair chaired the meeting. Cllrs Foresheew-Cain & Adshead have resigned from the committee.

**26/319 Apologies for absence** Cllrs Gilfillan & Perkins

**26/320 Absent** Cllr Daniels

**26/321 Declarations of Interests** Nil

**26/322 Minutes of previous meeting** It was resolved to approve as a true and correct record the minutes of the Committee meeting held on 11<sup>th</sup> September 2025.

**26/323 '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.

**26/324 Review of updated personnel files for paid staff members** The Assistant Clerk reported the only outstanding items were two personnel specifications which are currently still being reviewed by the council's HR service provider.

The following works have been undertaken by the Assistant Clerk:

Creation of a staff handbook & associated policies

Training records for staff and Councillors

Personnel files which include but are not limited to: Right to Work, contact details, staff handbook, certificates, training log, job roles, job descriptions, person specifications, contracts, sickness record, induction checklists, pre-employment checklist, offer of employment letter, job application form.

**26/325 To consider staff handbook policies** It was agreed to final 5 policies as they have already been checked by the HR provider. The finalised handbook is to be circulated to members of the committee.

The meeting closed at 6.55pm

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**CHAIR**