



Appleton Parish Council

Appleton Parish Hall, Dudlow Green Road, Appleton, Warrington,
Cheshire WA4 5EQ

Telephone 01925 268153 Email clerk@appletonparish.gov.uk

To:- Members of the Parish Council

You are summoned to a meeting of Appleton Parish Council Employment Committee to be held at Appleton Parish Hall, Dudlow Green Road Appleton WA4 5EQ on Friday, 10th October 2025 at 4pm for the purposes of transacting the business set out in the agenda below.

Yours sincerely

R. Pappas

Assistant Clerk, Appleton Parish Council.

Date of issue 3rd October 2025.

If you have any general enquiries regarding the above meeting, please contact 01925 268153 or email asstclerk@appletonparish.gov.uk

1. Welcome and apologies for absence

To welcome members to the meeting and to receive apologies for absence and to approve reasons, if given.

2. Members Code of Conduct

Opportunity for Members to declare any disclosable pecuniary or non-pecuniary interest which they have in any item of business on the agenda no later than when the item is reached. Declarations are a personal matter for each Member to decide and the decision to declare, or not, is the responsibility of the Member based on the circumstances. Dispensations on any declarations of pecuniary interest made either before or during the meeting to be then considered by the Parish Council and any dispensations documented accordingly.

3. Public Participation

If any members of the public wish to address the Parish Council please contact the Parish Council Office on 01925 268153 or email asstclerk@appletonparish.gov.uk prior to the meeting date.

4. Committee Chair

To receive nominations and appoint a Chair of the Employment Committee

Part Two – agenda item 5 contains confidential information and only the Meeting Clerk and Members of the Employment Committee can be present.

5. Parish Clerk Recruitment

- i. To receive update on applications received.
- ii. To consider and agree the Parish Clerk recruitment process.
- iii. To agree members of interview panel and any necessary delegation to the panel, in line with the recruitment timetable and agreed process.
- iv. For any recommendation to be presented to Council for consideration.

6. NEXT MEETING

The next meeting of the Employment Committee is to be confirmed.