



Appleton Parish Council

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

Telephone 01925 268153 Email clerk@appletonparish.gov.uk

To: - Members of the Employment Committee

You are summoned to the Employment Committee meeting of Appleton Parish Council to be held at Appleton Parish Hall, Dudlow Green Road Appleton WA4 5EQ on **Thursday 19th February 2026 at 10AM** for the purposes of transacting the business set out in the agenda below.

Yours sincerely
K Newton

Karen Newton Clerk to Appleton Parish Council, date of issue 12th February 2026.

If you have any general enquiries regarding the above meeting, please contact Karen Newton, Clerk on telephone 01925 268153 or email clerk@appletonparish.gov.uk.

If any member of the public wishes to attend the meeting, please contact the clerk before the meeting.

AGENDA

1. Welcome and Apologies for Absence

To welcome Members to the meeting and to receive and approve apologies for absence.

2. Declarations of Interest

To receive declarations of disclosable pecuniary or non-pecuniary interests in any item on the agenda.

3. Public Participation

Members of the public are entitled to make representations, ask questions and give evidence in respect of the business on the agenda during the designated public participation period of the meeting.

The period for public participation shall not exceed three minutes unless otherwise directed by the Chairman, and no individual member of the public may speak for more than thirty minutes in total. Questions raised do not require a response at the meeting and must not initiate debate; however, the Chairman may direct that a written or oral response be provided.

All speakers must address their comments to the Chairman, and only one person may speak at any one time. The order of speaking will be directed by the Chairman, who may also permit a person to remain seated while speaking.

PART TWO – CONFIDENTIAL ITEMS 4 to 7

In accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press will be excluded from the meeting for the following items due to the confidential nature of the business to be transacted. Only Members of the Employment Committee and the Clerk/Assistant Clerk may be present.

4. Clerk/RFO Job Evaluation

To **consider** the Clerk/RFO job evaluation report received from CHALC.

To **note** Clerks Report and NALC Pay scales

To **determine** the appropriate grade and any actions arising.

5. Deputy Clerk - Salary Scale

To **consider** and **determine** the appropriate salary scale for the Deputy Clerk.

To **discuss** applications received and actions to be taken

6. Bookings Secretary and Ranger

To **review** the job descriptions and contracts for the Bookings Secretary and Ranger and determine any actions arising.

7. Date of Next Meeting

To **confirm** the date of the next Employment Committee meeting.

Signed: K Newton

Date 12/02/2026