



# Appleton Parish Council

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

Telephone 01925 268153 Email [clerk@appletonparish.gov.uk](mailto: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 2<sup>nd</sup> April 2026 at 11AM** 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 26<sup>th</sup> April 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](mailto:clerk@appletonparish.gov.uk).

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

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## **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.

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## **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 - Contract of Employment**

**To review** and **agree** the terms and conditions of the Clerk's contract of employment, including salary, hours, and responsibilities, and to make any recommendations to Full Council.

### **5. Deputy Clerk - Appointment**

**To consider** the recommendation of the interview panel and resolve to appoint the recommended candidate to the position of Deputy Clerk, subject to agreed terms and conditions, and to make any necessary recommendations to Full Council.

**To review** and **agree to** the terms and conditions of the Deputy Clerk's contract of employment, including salary, hours, and responsibilities, and to make any recommendations to Full Council.

### **6. Temporary Assistant Clerk - Contract of Employment**

**To review** and **agree** the terms and conditions of the Assistant Clerk's contract of employment, including salary, hours, and responsibilities, and to make any recommendations to Full Council. **To Follow**

### **7. Staff Performance Reviews**

**To consider** and **agree** the timetable for conducting performance reviews for the 2025–26 period, including key dates, review stages, and reporting arrangements to Full Council.

### **8. Date of Next Meeting**

**To confirm** the date of the next Employment Committee meeting. ( Friday 15<sup>th</sup> May 2026)

Signed: K Newton

Date 29/04/2026