



Appleton Parish Council

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

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Minutes of the Extraordinary Parish Council Meeting of Appleton Parish Council held on 5th February 2026 at 11.30AM in Appleton Parish Hall

Present: - Councillors, R Bett (Vice Chair), G Chapman, L Chapman, P Lewenz H Speed, and K Critchley.

Clerk K Newton.

1. Welcome and apologies for absence

The Chair welcomed members to the meeting.

Apologies for absence were received from: -

Cllr L Booth - Prior Engagement

Cllr E Manson-Sawko – Work Commitments

Cllr P Walker – Health

Cllr J Wheeler – Work Commitments

2. Members Code of Conduct

Members were reminded of their responsibility to declare any disclosable pecuniary or non-pecuniary interests in items of business on the agenda, and that declarations are a personal matter for each Member to determine based on the circumstances.

Members were also advised that any requests for dispensations relating to pecuniary interests would be considered by the Parish Council and, if granted, formally recorded.

No declarations were made

3. Public Participation

No members of the public were present.

4. Minutes

RESOLVED: That the minutes of the following meetings be approved as a correct record:

- **Full Council** – Tuesday, 20 January 2026 – Deferred for amendments.

- **Employment Committee** – 29 January 2026 – Approved; *proposed* by Cllr H Speed, *seconded* by Cllr L. Chapman; *all agreed*.

5. **PART 2 CONFIDENTIAL – Employment**

In accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press were excluded from the meeting for the following items due to the confidential nature of the business to be transacted. The items related to the personal circumstances of individuals and the management of staffing matters. Only Members of the Council and the Clerk/Assistant Clerk remained present.

6. **Recruitment of Assistant/Deputy Clerk**

The Council considered the Employment Committee's recommendations regarding the arrangements for the recruitment of a new Deputy Clerk.

RESOLVED:

That the recommendations of the Employment Committee in relation to the recruitment of a Deputy Clerk be approved. *(See also item 8)*

Proposed by Cllr H. Speed, seconded by Cllr L. Chapman; all agreed.

7. **Reinstatement of Retired Assistant Clerk on a Temporary Basis**

The Council considered the Employment Committee's recommendations regarding the temporary reinstatement of the retired Assistant Clerk, including the associated terms.

RESOLVED:

That the temporary reinstatement of the retired Assistant Clerk, in accordance with the Employment Committee's recommendations, be approved.

This is a temporary contract, spine level 31 with travelling expenses, a 6 hour week, and no pension provisions required.

Proposed by Cllr K. Critchley, seconded by Cllr H Speed; all agreed.

8. **Recruitment Process for Deputy Clerk**

The Council considered and discussed the proposed recruitment process for the position of Deputy Clerk, including the job description, selection criteria, recruitment method, interview arrangements, timeline, and remuneration package.

RESOLVED: That:

- the job description for the Deputy Clerk position be approved, and Job Vacancy wording agreed.
- the recruitment method be agreed - Currently to be advertised on the Parish Noticeboard and Parish Council Website.
- the essential and desirable selection criteria be approved for shortlisting. - Process to be used as followed for recruitment of the previous assistant/deputy Clerk
- the interview and selection panel consisting of Councillors Bett, Speed and G Chapman and the Clerk be appointed.

- the recruitment timeline be agreed. Job Vacancy to be issued immediately, closing date 23 Feb. Candidate review, selection, recommendation, Council approval and offer of employment – process complete by mid to late March.
- the salary and benefits be approved in line with organisational policy. Recommended at Spine levels 18 to 23 and 20 hours a week

9. **Dates and time of next meetings**

Noted: Upcoming Meeting Schedule

- **Tuesday, 17th February 2026**
 - 6:30 pm – Planning Committee
 - 7:00 pm – Parish Council
- **Thursday, 19th February 2026**
 - 10:00 am – Employment Committee
- **Thursday, 5th March 2026**
 - 9:15 am – Planning Committee
 - 9:45 am – Finance and General Purposes Committee
- **Tuesday, 17th March 2026**
 - 6:30 pm – Planning Committee
 - 7:00 pm – Parish Council
- **Thursday, 19th March 2026**
 - 10:00 am – Employment Committee

10. **Agenda items were addressed as scheduled.**

The meeting was officially closed at: 12PM

PKH -
Deputy Chair -
17-3-2026.