



Appleton Parish Council

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

Telephone 01925 268153 Email clerk@appletonparish.gov.uk

Employment Committee Meeting Minutes

Date: Thursday 2nd April 2026

Time: 11:00 AM

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

Present:

Cllr R Bett (Chair), Cllr G Chapman, Cllr H Speed, Cllr L Chapman

In Attendance:

Karen Newton – Clerk to Appleton Parish Council 11am -11:05am Returned 11:30 am

1. Welcome and Apologies for Absence

The Chair welcomed those present to the meeting.

Apologies for absence were received and noted as follows:

Cllr K Critchley - Family Commitments

Resolved: The apologies for absence were **accepted**.

2. Declarations of Interest

There were no Declarations of Interest made.

3. Public Participation

No members of the public were in attendance.

PART TWO – CONFIDENTIAL ITEMS

(Members of the public and press were excluded from this part of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960.)

4. Clerk/RFO – Contract of Employment

The committee reviewed an updated draft Contract of Employment following the change of Clerk's/RFO's pay scale to LC3 "Below substantive range." Additional amendments to this update were agreed and will be included in the final version submitted to Full Council for approval.

5. Deputy Clerk – Appointment

The Committee considered the recommendation of the interview panel and resolved to appoint the recommended candidate to the position of Deputy Clerk, within LC2 substantive

benchmark range 24-28 commencing at Spine level 26 subject to agreed terms and conditions.

The Committee also reviewed required terms and conditions for the Deputy Clerk's contract of employment, including salary, hours, and responsibilities. The proposed Contract of employment will use the same model as agreed for the Clerk/RFO and will be submitted to the Council for approval.

6. Temporary Assistant Clerk – Contract of Employment

The Committee discussed the terms and conditions of the Temporary Assistant Clerk's contract of employment, including salary, hours, and responsibilities. It was noted that the Assistant Clerk had not had time to review her contract. Therefore, agreement and any recommendations to Full Council were deferred until the next Employment Committee.

7. Staff Performance Reviews

The Committee considered the timetable for conducting staff performance reviews for the 2025–26 period, including key dates, review stages, and reporting arrangements. Due to pressures from recent staff changes, it was agreed that all reviews would be carried out in May 2026, and that objectives for each member of staff would be set at that time. The Committee will report the arrangements to Full Council.

The council are still awaiting a response from CHALC and Community action regarding information on pay scales.

The Clerk will compile new review forms for all employees.

Information for the above will to be reported back to Council for further consideration.

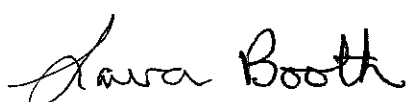
8. Date of Next Meeting

The date of the next Employment Committee meeting was confirmed as:
Thursday 19th May 2026.

Meeting closed at 11:50am

Minutes prepared by:

Karen Newton, Clerk to Appleton Parish Council

Signed: 
Chair

Date 21/04/2026