



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 4th June 2026 at 11:15 AM** 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 29th May 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 may speak, ask questions, or present evidence on agenda items during the public participation period. Unless the Chairman directs otherwise, this period is limited to three minutes, and no individual may speak for more than thirty minutes in total. Questions do not require an immediate response or debate, though the Chairman may arrange a written or oral reply. All comments must be addressed through the Chairman, and only one person may speak at a time.

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/Deputy/Assistant Clerk may be present.

4. Employment Committee Terms of Reference

To consider, review and approve the Terms of Reference for the Employment Committee and recommend any amendments to Council as appropriate.

5. Staff - Contracts of Employment

To note that the Clerk/RFO, Deputy Clerk and Temporary Assistant Clerks contracts of employment have been signed.

6. Staff Performance Reviews

To note that, due to the Clerk's workload, the performance reviews for the Booking Secretary and the Ranger have been started but not yet been completed and objectives for 2026–27 have not been set. The Clerk will set objectives for staff by 30th June 2026. The Chair of Staffing to complete the Clerk's performance review.

7. Staff Pay Scale Review

To consider and agree 2 staff members going up to Spine Point 20 of their pay scale range, in line with NALC pay scales, backdated to April 2026.

8. Review of Employee Probation Period

To consider the outcome of the probationary period for Karen Newton including performance, conduct, attendance, and any recommendation to:

- confirm appointment,
- terminate employment in accordance with council procedures.

Recommended resolution:

"That the council resolves to [confirm / terminate] the employment of [role/name] following completion of the probation review."

9. Date of Next Meeting

To confirm the date of the next Employment Committee meeting - Thursday 3rd September 2026 at 11:15 AM

Signed: K Newton

Date 29/05/2026