



Appleton Parish Council

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

Telephone 01925 268153 Email clerk@appletonparish.gov.uk

To:- Members of the Parish Council

You are summoned to the Parish Council meeting of Appleton Parish Council to be held at Appleton Parish Hall, Dudlow Green Road Appleton WA4 5EQ on **Tuesday 16th September 2025 at 7pm** for the purposes of transacting the business set out in the agenda below.

Yours sincerely

R. Pappas

Asst Clerk to Appleton Parish Council, date of issue 11th September 2025.

If you have any general enquiries regarding the above meeting, please contact 01925 268153 or email asstclerk@appletonparish.gov.uk.

Agenda

1. Welcome and apologies for absence

To welcome members to the meeting and to receive apologies for absence and to approve reasons, if given.

2. Members Code of Conduct

Members are reminded of their responsibility to declare any disclosable pecuniary or non-pecuniary interest which they have in any item of business on the agenda no later than when the item is reached. Declarations are a personal matter for each Member to decide and the decision to declare, or not, is the responsibility of the Member based on the circumstances. Dispensations on any declarations of pecuniary interest made either before or during the meeting to be then considered by the Parish Council and any dispensations documented accordingly.

3. Public Participation

In accordance with the Standing Orders; the meeting shall be adjourned for a maximum of 30 minutes for Public Participation. Speeches will not last for more than 3 minutes. No elector will be allowed to speak more than once on any one subject except by invitation by the chairman.

If any members of the public wish to address the Parish Council please contact us prior to the meeting. In order for any background information to be undertaken it would be helpful if any questions could be submitted no later than three days before the date of the meeting.

4. Items to be considered in the absence of the public and press

To consider any agenda items which, Under the Public Bodies (Admission to Meetings) Act 1960, require exclusion of public and press due to confidential nature of business to be transacted.

5. Minutes of Parish Council meetings held on 17 June and 15 July 2025

To approve the meeting minutes.

6. Minutes of Finance and General Purposes committee meeting and to consider the recommendations

- i. To approve the minutes of the Finance and General Purposes committee meeting held on Thursday 4th September 2025.
- ii.

7. Matters Arising from the Finance and General Purposes Committee

[Refer to policy documents: agenda item 6.]

To approve the following recommendations further to the Finance and General Purposes Committee on Thursday 4th September 2025:

- i. Approval and adoption of IT policy
- ii. Approval and adoption of Staff Health and Safety Policy and Handbook
- iii. Approval and adoption of Lone Working Policy
- iv. Approval and adoption of Standing Orders
- v. Approval and adoption of Fire Risk Assessment
- vi. Approval and adoption of Health and Safety Contractors Check List
- vii. The annual Fraud Statement is approved for publication on the website

8. Planning

To approve the Planning Committee meeting minutes for Tuesday 15th July, Thursday 31st July, Thursday 21st August and Thursday 4th September 2025.

9. Minutes of the Environment working party meeting on 1 September 2025

To approve the minutes of the Environment working party meeting.

10. Accounts for 2025/2026 and Payments Schedules

To note the bank reconciliation at the 31st July 2025 and 31st August 2025, to confirm the July and August 2025 statement of receipts and payments for the financial year 2025/2026 and to approve payment schedule for September 2025.

11. Recording meetings

To consider options, data laws and policy and to approve any action and expenditure.

12. Training

To retrospectively approve Councillor Laura Booth, Councillor G Chapman, Councillor E Manson-Sawko to attend a CCTV and Data protection compliance webinar on Monday 4th August 2025 at the cost of £36.50 each.

13. PCSO / Police report

None received.

14. Events Working Group

To receive proposals within attached agenda item request form and agree for the Events Working Group to approach theatre companies for a children's theatre pilot at Appleton Parish Hall.

15. Parish Councillor reports and feedback from other meetings

Any Parish Councillor can provide a brief report to the Parish Council. This agenda item is a trial only with a time limit of ten minutes maximum for the whole agenda item. Decisions cannot be made under this agenda item, and it is for the purposes of updates only.

16. Policy Task and Finish Group

To agree the formation of a 'Task and Finish Group', with Cllr. Manson- Sawko and Cllr. Bett as members, to review, update, amend, and where necessary replace all of the Council's current policies.

Any amendments or suggested replacement policies to be recommended to Finance and General Purpose Committee and approved by Council.

17. HR Matters

- i. To receive HR update from the Parish Council Chair
- ii. To receive and agree to formally acknowledge the resignation of the Clerk

- iii. To receive update from the Asst Clerk, agree interim arrangements and implement necessary actions.
- iv. To approve recruitment of a Parish Clerk, costs associated with the recruitment process and consider any associated impact on 2026/7 budget requirements and staffing.

18. Staffing Panel

- i. To establish an ad hoc Staffing Panel with membership: Cllrs Booth, Bett, Speed; quorum 3; with delegated authority to determine the Council's response.
- ii. Staffing Panel to receive, and agree to the recommendations in the final Investigator's Report relating to incident of 5 June 2025.

19. National Pay Award

To note the 2025/26 award and associated back pay for staff.

20. Dates and time of next meetings

To note forthcoming meeting dates:

Thursday 2 nd October 2025,	9.15am Planning Committee.
	9.45am Finance & General Purposes Committee
Tuesday 21 st October 2025	6.30pm Planning Committee.
Tuesday 21 st October 2025	7.00pm Parish Council.