



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 3rd September 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 28th August 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. Assistant Clerk – Temporary Contract of Employment

To review and **agree** the proposed amendments to the Assistant Clerk's temporary Contract of Employment before it is signed off.

To Note the Clerks Staffing Report – Item 4

5. Staff Performance Reviews

To note that all staff performance appraisals have been finalised and signed off.

6. Staff Pay Scale Review

To note the Clerks Report – Item 6

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

To Note 2 Job descriptions from other Councils

To Note email response from CHALC

7. Review of Employee Probation Period

To Note that the Deputy Clerks 3-month probation review has been completed.

8. 2026/27 Pay Award

To note the 2026, Pay award

9. Date of Next Meeting

To confirm the date of the next Employment Committee meeting - Friday 6th November 2026 at 11:15 AM

Signed: K Newton

Date 28/08/2026