MINUTES OF THE PERSONNEL COMMITTEE OF BIRCHWOOD TOWN COUNCIL HELD AT PARKERS FARM, DELENTY DRIVE ON TUESDAY 27TH OCTOBER 2026 AT 5.00 PM

Committee Members Present:
Cllr David Ball (Chair)
Cllr Nigel Reeves
Cllr Tim Price
Cllr Julie Brereton (Ex-Officio Member with Voting Rights)

Committee Members Absent:
Cllr Barry Allman
Cllr David Ellis (Ex-Officio Member with Voting Rights)

Also Present:
Mrs Fiona McDonald Town Clerk
Mrs Hannah Thomas Deputy Clerk/Deputy RFO

081/26-27 (P) APOLOGIES

Apologies were received from Councillors Allman and Ellis due to personal reasons.

082/26-27 (P) DECLARATIONS OF PECUNIARY AND OTHER INTERESTS

Members were reminded of their responsibility to declare any pecuniary or other interests in respect of items on the agenda, either prior to or at the relevant point during the meeting.

083/26-27 (P) COMMITTEE MINUTES

RESOLVED: That the Minutes and accompanying Confidential Notes of the Personnel Committee Meeting held on 6th October 2026 be approved as a true record and signed by the Chair.

084/26-27 (P) EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the remainder of the business to be transacted as it relates to confidential staffing matters and would be prejudicial to the public interest if disclosed.

085/26-27 (P) CONFIDENTIAL EMPLOYMENT MATTER

The Clerk declared an interest in this item and left the room during discussion and resolution.

Members considered a confidential employment matter (see confidential notes on file).

RESOLVED: To action agreements made. The detailed discussion and resolution are recorded in the confidential notes.

The Clerk re-entered the meeting.

Signed……. Chairman Dated: ……..

086/26-27 (P) **SALARY REVIEWS**

The Deputy Clerk declared an interest in this item and left the room during discussion and resolution.

(a) The Clerk updated Members on a matter relating to staff salaries. Members considered this matter (see confidential notes on file).

RESOLVED: To acknowledge the report from the Clerk.

(b) The Clerk opened discussions with Councillors regarding succession planning and associated considerations.

RESOLVED: RESOLVED: The Clerk to look at the role of Deputy Clerk/Deputy RFO and seek input from ChALC regarding the relevant scale point.

The Deputy Clerk re-entered the meeting.

087/26-27 (P) **RFO RECRUITMENT**

The Clerk informed the Committee that around 8 applications have been received for the permanent position, this is following the position being advertised on Indeed and via the SLCC (the latter of which was advertised at a rate of £210 + VAT for a two-week period).

The Clerk also advised that Officers had been seeking a Locum RFO by requesting recommendations and contacting ChALC to establish whether anyone was interested in the role. This was primarily to provide support with the budget and precept, as well as to assist with the recruitment and training of a new RFO.

The Clerk reported that from this, a reputable consultant had been recommended from our internal auditor who has previous experience as a Clerk and RFO in some bigger Parish Councils. She stated that his rate is £350 per day, and most of his work would be done remotely, but that he would be happy to travel to us from his location, within the county, when needed. This would be chargeable at standard HMRC milage rates. The Clerk noted that a list of available Clerks with availability to assist in a locum capacity had been provided by ChALC, however commented that, in Local Councils there are different types of accounts and budgets depending on precept level, and that some on the list may not have the necessary experience that is needed by BTC at this present time.

The Clerk reported that the potential consultant had advised that BTC should engage the services of an accountant, so that all parties are aware of where we are at financially. The accountant has given us a quote of £380 per day, and the consultant does not believe we will need to use these services for more than one or two days.

RESOLVED: Members agreed to instruct the recommended consultant and also engage the services of the suggested accountant.

088/26-27 (P) **ANNUAL APPRAISAL PROCESS**

The Deputy Clerk reported that there is nothing currently to report on this matter, however, this will need to be discussed at a future meeting.

089/26-27 (P) **ITEMS FOR A FUTURE AGENDA**

- Items will be added by exception.

Signed……. Chairman Dated: ……..

090/26-27 (P) **DATE AND TIME OF NEXT MEETING**

To be scheduled when required.

This meeting concluded at 5.45pm.

Signed……. Chairman Dated: ……..