



Parkers Farm Community Centre
Delenty Drive, Birchwood, Warrington, WA3, 6AN

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Dated: 09 July 2026

NOTICE OF A COUNCIL MEETING

To All Members of the Personnel Committee,

You are respectfully summoned to attend the **Personnel Committee Meeting** of Birchwood Town Council to be held on **Tuesday 14th July at 12.30pm** at Parkers Farm, Delenty Drive, Birchwood, WA3 6AN for the purpose of transacting the business set out in the attached agenda.

Signed: *S. Kauser*

Ms Safia Kauser
Locum Proper Officer - Town Clerk/RFO

Committee Membership:

Cllr Ian Atkin (Chairman)	Cllr David Ball (Vice-Chair)
Cllr Nigel Reeves	Cllr Tim Price
Substitute Members:	Cllr Mike Evans & Cllr Barry Allman
Ex-Officio:	Cllr David Ellis & Cllr Julie Brereton - Chair & Vice-Chair of the Council

*Committee Terms of Reference are available within the Scheme of Delegation

*Meetings are open to the press and public by virtue of the Public Bodies Admissions to Meetings Act 1960 s1 unless the presence is prejudicial to the public interest (s2).

Birchwood Town Council

Personnel Committee Meeting – Tuesday 14th July 2026

A G E N D A

1) Apologies

To receive and note apologies and reasons for absence.

2) Declarations of Pecuniary & Other Interests

To receive declarations of any disclosable pecuniary or other interests relating to items on the agenda and to consider any dispensation requests submitted in writing to the Proper Officer in accordance with the Standing Orders.

Note for Members: Unless granted a dispensation, a member with a disclosable pecuniary or other interests shall not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting and must not remain in the room in accordance with the requirements of the Standing Orders and Code of Conduct. Councillors may speak on the matter only if members of the public are also allowed to speak at the meeting.

3) Exclusion of the Press and Public

To consider and resolve the agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies Admissions to Meetings Act 1960 for matters appertaining to confidential business.

4) Committee Minutes

- a) To receive and approve the draft minutes of the Personnel Committee meeting held on the 23rd June 2026 (enclosed).
- b) To receive and approve the confidential notes from the Personnel Committee held on the 23rd June 2026 (enclosed).
- c) To receive and approve the draft minutes of the Reconvened Personnel Committee held on 7 July 2026 (to be tabled).

5) Sickness Absence

To receive updates on sickness absence and employment pay implications.

6) Employee Contracts

To receive and consider Employment Contracts from NALC and Worknest and to confirm which model is to be adopted. The Locum Clerk will insert employee details to the contract and attach job descriptions prior to issuing these to employees. Documents Enclosed:

- Briefing Note – prepared by Locum Clerk
- Email with attached x2 contracts (NJC & Standard Terms)
- NALC Model Contract of Employment

7) Recruitment – Responsible Financial Officer

To consider the recruitment of a part-time Responsible Financial Officer and agree the next steps. Updated job description enclosed. Advice from CHALC to be tabled.

8) Job Description – Deputy Clerk / Deputy RFO

To consider the final revision of the job description for the Deputy Clerk/Deputy RFO (to be tabled).

9) Items for a Future Agenda

To agree any additional items for consideration and inclusion at a future committee meeting.

10) Date of the Next Meeting

To agree the date, time and venue of the next committee meeting.