



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

Telephone: 01925 819440 (Office)
Email: clerk@birchwoodtowncouncil.gov.uk
Website: birchwoodtowncouncil.gov.uk

Dated: 30th 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 04th August 2026 at 5.00pm** 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 04 August 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 07 July 2026 (previously circulated).
- b) To receive and approve the draft minutes and confidential notes from the Personnel Committee meeting held on the 14th July 2026 (previously circulated).

5) Recruitment of Two Maintenance Operatives

To consider applications received for the posts of Maintenance Operative and agree a shortlist of candidates for interview. Members are also asked to confirm interview dates (13, 18 and/or 20 August 2026) and agree the interview arrangements. The proposed commencement date for the successful candidates is 1 September 2026. An updated Job Description and Person Specification will be tabled at the meeting.

6) Health and Safety Update

To receive and consider an update following the recent Health and Safety visit, including:

- Mandatory staff training compliance and outstanding requirements;
- Legionella awareness and management training;
- COSHH (Control of Substances Hazardous to Health) training;
- Review and status of risk assessments; and
- Employee Assistance Programme (EAP), including options, benefits and associated costs.
- Any other Health and Safety matters arising

7) Staffing Update and Employment Contracts

To receive an update on staffing matters and employment contracts.

8) Sickness Absence

To receive updates on sickness absence and employment pay implications.

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.