



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

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Dated: 13th August 2026

NOTICE OF A COUNCIL MEETING

To All Members of the Personnel Committee,

Notice is hereby given that the **Personnel Committee Meeting** of Birchwood Town Council will be held on **Tuesday 18th August 2026 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: *Ian Atkin*

Councillor Ian Atkin

Chairman Personnel Committee

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 18 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) Committee Minutes

To receive and approve the draft minutes of the Personnel Committee meeting held on the 04 August 2026 (enclosed).

4) 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.

5) Confidential Employment Matter

To receive and consider correspondence relating to a confidential employment matter and to determine the appropriate course of action, including consideration of any associated expenditure and financial implications (see enclosed correspondence).

6) Worknest Support

To consider and approve the quotation from WorkNest for the provision of independent professional support in relation to a confidential employee welfare matter (enclosed).

7) Items for a Future Agenda

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

8) Date of the Next Meeting

To note the date of the next committee meeting scheduled for Tuesday, 1st September 2026 at 5.00pm.