



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

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Dated: 1st October 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 6th October 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: *David Ball*

Councillor David Ball

Chairman Personnel Committee

Committee Membership:

Cllr David Ball (Chair)	Cllr Nigel Reeves
Cllr Barry Allman	Cllr Tim Price
Substitute Member:	Cllr Mike Evans
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 6th October 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 22nd September 2026 and confidential notes.

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 any updates regarding a confidential employment matter and discuss any necessary actions.

6) Employment Contracts

To note the feedback from Worknest regarding revised wording for employee contracts.

7) RFO Recruitment

To review the Council's current requirements for the RFO role and consider any amendments to the job description and the potential re-advertisement of the vacancy.

8) Locking Stumps MUGA Joint-Use Agreement

To receive an update on the Joint-Use Agreement and consider any proposed amendments to the contract.

9) Annual Appraisal Process

To review and confirm the annual appraisal procedure for council employees, including feedback regarding a recent training attended by the Deputy Clerk, Senior Maintenance Officer and Cllr Brereton.

10) Items for a Future Agenda

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

11) Date of the Next Meeting

To agree a date, time and venue for the next Personnel Committee Meeting.