



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



DATED THIS FOURTH DAY OF JUNE 2024
MEMBERS OF HALE PARISH COUNCIL STAFFING COMMITTEE
ARE HEREBY SUMMONED TO ATTEND AN ORDINARY MEETING
TO BE HELD IN HALE VILLAGE HALL, HIGH STREET,
HALE, HALTON L24 4AE
AT 2.00 PM ON SUNDAY THE NINTH DAY OF JUNE 2024
TO TRANSACT BUSINESS AS SHOWN IN THE AGENDA.

Note to Councillors:

If you are unable to attend the meeting, please notify the clerk of your apologies either by e-mail clerk@haleparishcouncil.gov.uk or telephone 07803611222.

A handwritten signature in black ink, appearing to be 'BH' followed by a flourish.

Mr. Brian Hargreaves
Clerk and Responsible Financial Officer

Note to Public

Members of the public wishing to address the Council should note that they must advise the Clerk before 10am on the day of the meeting both of their wish to participate in the public forum and their topic. If residents fail to inform the clerk prior to the meeting, permission to speak at the meeting will be at the discretion of the Chairman. All participants are restricted to a maximum of three minutes. If the public wish to ask the Council questions, please note that the Council may not be able to answer the question if the Council has not considered or resolved the question on an agenda item at a prior meeting. Should this be the case, the Council will advise correspondence with the Clerk to request the item should be discussed at a future Parish Council meeting. If the question is considered outside the remit of Hale Parish Council, residents will be referred to Halton Borough Council.

* Please note that anybody wishing to comment should raise their hand, wait to be acknowledged and should address the meeting through the Chair.

MEETING AGENDA

1. **Apologies** - To receive apologies
2. **Declarations of Interest** - To receive declarations of interest.
3. **Minutes** – To receive and approve the Draft Minutes of the Staffing Committee Meeting of Hale Parish Council on 6th February 2024 as a true and accurate record

Exclusion of the Press and Public

(Public Bodies (Admission to Meetings) Act 1960 Section 1)

The Council is recommended to pass the following recommendation in relation to the following items: “That, in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following business, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons arising from the nature of that business or of the proceedings.”

4. **Complaints** – To identify any specific outstanding complaints and to agree a course of action to address problems
5. **Employment Contracts** - To formalise all existing Contracts of Employment and signed job descriptions. To enable existing staff to deliver the best needs of the Village Hall and the Parish Council.
6. **Appraisal Documentation** - To approve Appraisal documentation for all employees (along with confirmation of who undertook each appraisal, when they were last undertaken, and date when the next appraisal is due).
7. **Personal Performance Plan** - To agree and create a personal performance plan for each employee.

Date of Next Meeting – To agree a date for the next meeting of this Committee