

MINUTES of the Personnel Committee Monday, 15 September 2025 at 7 pm, at CBTC offices, East Terrace, Euxton.

Present: Cllrs K Reed (Chair), E Jones, A Riggott, G Vickers, S Walker

Apologies: Cllr P Fellows

1. Exclusion of Press and Public

Resolved: Members agreed that pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and defined in Paragraph 1, Part 1 of Schedule 12A to the Local Government Act 1972. It is proposed that, because of the confidential nature of the business to be transacted the press and public are excluded from the forthcoming items of business.

2. Approve minutes of meetings held 19 May & 19 June 2025

Resolved: Minutes of meetings held 19 May & 19 June 2025 were approved as a correct record and signed by the Chair.

3. Updates on how staffing changes

- Retirement of Employee 2
- Retirement of Employee 6

Members discussed retirement gifts for these two employees. Clerk to arrange.

4. Review staffing levels in light of above

Members discussed. The Clerk will liaise with the Ranger to ask his opinion on staffing levels presently, allocating additional hours during any busy times and when to recruit to the team.

5. Consider request from Employee 3 to not to start at 8am in Winter (Oct)

Members discussed the request and how Committee had spent much time changing working hours to improve the safety for the village caretakers.

Resolved: Members agreed to not grant the request and write to the employee about the contracted hours, the agreement by them to Summer/Winter starting times and offer to the employee for them to walk the routes with the Ranger to adjust timings and route to better avoid a busy traffic time in one position.

6. Consider items to assist the team

- Discuss getting a storage unit, placed at Allotment site

Resolved: Members agreed for a storage unit at approximately £1520 to be ordered, position will need to be agreed, Cllr Jones and the Clerk will assess the site, position and location.

- Discuss getting a Council van, parking at Allotment site overnight

Resolved: Members agreed to present the Committee recommendation to investigate acquiring a vehicle and to acquire one following the research.

- Discuss item of equipment, see information attached

Members discussed an item of equipment suggested to be purchased but did not want to proceed with this item.

7. Other items for this Committee for a future agenda

Clerk to programme in a catch up meeting with the Ranger and Cllrs KR, EJ and the Clerk.

Chair closed the meeting.