

MINUTES of the Personnel Committee Monday, 18 November 2025, at CBTC offices, East Terrace, Euxton.

Present: Cllrs K Reed (Chair), E Jones, P Fellows, G Vickers

Apologies: Cllr A Riggott, S Walker

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 15 September 2025

Resolved: Minutes of meetings held 15 September 2025 were approved as a correct record and signed by the Chair.

3. Updates on staffing changes and staffing levels

Clerk updated that employee 3 agreed adhere to the Winter start time.

The Ranger has put one of the Caretakers on more hours, on the understanding it is temporary, to cover until recruitment which he suggests begins after Christmas with an aim to employ for the 1st April.

Members discussed the 2 newer Caretakers and one Ranger and their probationary periods mentioned in their employment letter. Members agreed to have a further meeting and include the Ranger so the probation periods can be discussed.

Clerk updated on the PPE and all caretakers now had two sorts of yellow over trousers, ones which can be slipped on over anything for short-term use and some breathable ones which can be worn all day. The Ranger has instructed all when to wear the yellow pants.

Members discussed with the Clerk the workload pressures for next year and if hiving off the RFO (finance) work might help and how this might be done. This could run from 1st April for a financial year.

Resolved: Clerk to investigate an RFO role, salary, hours, possible candidates and report back.

The two retired Caretakers, discussed a gift.

Resolved: Clerk to purchase Tesco vouchers for the 2 and invite to a meeting for a presentation photo.

4. Acquisition of a vehicle for the caretaker service

Members discussed information supplied with options of leasing or purchasing a second hand vehicle/van.

The cost variance after a lease period would not be negligible but the conditions would be restrictive. For a lease vehicle it would have a lower initial outlay and include a maintenance package but would have designated mileage amount for the period, no tow bar or signwriting allowed, condition at hand back must be undamaged, no capital/vehicle at the end of the period. As the vehicle would be new it would have a higher insurance cost and early termination fees if required.

A sample vehicle was suggested for the purchase option of £8695 + vat, service & mot approx. £600 with running costs such as tyres/brakes/etc a possible £400, road tax and insurance additional.

Members wanted all the employees to be insured to drive if all had no convictions/points and over 25 years old. A tow bar fitted, sign written for the Council, kept in the Allotment locked compound, purchase a wheel lock device for overnight.

Resolved: Members discussed all the information and decided to purchase a second hand van similar to the sample vehicle used and the Clerk and Cllr EJ will work together on sourcing the vehicle soon.

5. Consider any staff issues which need responses

Clerk to arrange Personnel meeting with Ranger invited for Thursday 27 November, 12 noon at the offices.

6. Budget setting for 2026/2027

Resolved: Members agreed on a budget for

Salaries	£180,000
Mileage	£3,750
WFH	£468
Payroll Svs	£1,500
Pensions	£4,000
Training	£2,000

7. Other items for this Committee for a future agenda

Invite the Mayor to 2026 Remembrance.

As agreed at the last meeting, the storage unit needs to be purchased and put in place at the Allotment site.

Chair closed the meeting.