



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



**DATED THIS FIRST DAY OF FEBRUARY 2023
MEMBERS OF HALE PARISH COUNCIL PERSONNEL COMMITTEE
ARE HEREBY SUMMONED TO ATTEND AN ORDINARY MEETING
TO BE HELD IN HALE VILLAGE HALL, HIGH STREET,
HALE, HALTON L24 4AE
AT 7.30 PM ON THE SIXTH DAY OF FEBRUARY
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 'B. Hargreaves'.

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.

MEETING AGENDA

1. **Election of Chairman**
2. **Election of Vice Chairman**
3. **Apologies** - To receive apologies
4. **Declarations of Interest** - To receive declarations of interest.
5. **Public Participation** – To adjourn the meeting for a period of public participation

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

6. **Appraisals** –

- i. To approve the process and documentation for conducting staff appraisals on behalf of the Parish Council
- ii. To Create an appraisals Sub-Committee comprising three Council members
- iii. To approve the Terms of Reference for undertaking appraisals on behalf of the Parish Council

7. **Budget** – To consider the 2023-2024 staffing budget and to approve a recommendation for the full Council (acting also in its capacity as a Trustee to Hale Village Hall charity). Consideration to be given to all associated Staffing Costs, including PAYE, NIC's, Pensions and training.

Exclusion of Press and Public

The meeting is recommended to pass the following resolution: “That, in accordance with Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following business, on the grounds that it could involve the possible disclosure of exempt information as defined in paragraphs 1 and 2 of Schedule 12A of that Act.”

- 8.** To consider a staffing matter 2023/1, detailed in confidential report, restricted on the grounds that it could involve the possible disclosure of exempt information as defined in paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972.

- 9.** To consider a staffing matter 2023/2, detailed in confidential report, restricted on the grounds that it could involve the possible disclosure of exempt information as defined in paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972.

- 10.** To consider a staffing matter 2023/3, detailed in confidential report, restricted on the grounds that it could involve the possible disclosure of exempt information as defined in paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972.

- 11.** To consider a staffing matter 2023/4, detailed in confidential report, restricted on the grounds that it could involve the possible disclosure of exempt information as defined in paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972.