



# Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

27<sup>th</sup> November 2025

Dear Councillor,

## **Personnel Committee Meeting 4<sup>th</sup> December 2025**

You are summoned to attend a meeting of the Personnel Committee to be held at Congleton Town Hall on Thursday the 4<sup>th</sup> December 2025 commencing at 8.00 pm.

**Please note this meeting follows the Environment Meeting, which commences at 7.00 pm**

- **The Public and Press are welcome to attend the meeting, please note** - There will be 15 minutes at each meeting to receive any questions from Members of the Public, either verbally or at the meeting, including those which have been received in writing 7 days prior to the meeting.
- There may be confidential items towards the end of the meeting in which the law requires the Council to make a resolution to exclude the public and press in accordance with Section 100 (B) (2) of the Local Government Act 1972.

Yours sincerely

**David McGifford**  
Chief Officer

Congleton  
**beartown**  
*where friends are made*

Congleton Town Council, Town Hall, High Street, Congleton, Cheshire CW12 1BN

Tel: 01260 270350

Email: [info@congleton-tc.gov.uk](mailto:info@congleton-tc.gov.uk) [www.congleton-tc.gov.uk](http://www.congleton-tc.gov.uk)



## AGENDA

**1. Apologies for absence.**

Members are reminded of the necessity to give apologies in advance of the meeting and to give reasons for absence.

**2. Minutes of Previous Meetings (Enclosed)**

To approve the [minutes of the meeting held on the 23<sup>rd</sup> October 2025](#)

**3. Declarations of interest**

Members are requested to declare both “non-pecuniary” and “pecuniary” interests as early in the meeting as they become aware of it.

**4. Outstanding Actions**

To review any outstanding actions from previous meetings.

**5. Questions from Members of the Public**

There will be 15 minutes at each meeting to receive any questions from Members of the Public, either verbally at the meeting, including those which have been received in writing 7 days prior to the meeting.

**6. Urgent Items**

Members may raise urgent items related to this committee, but no discussion or decisions may be taken at the meeting.

**7. Resolution to Exclude the Public and Press from Item 8, 9 and 10**

To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting due to private staffing matters.

**8. Streetscape Staffing (To follow)**

To support the proposed increase in Streetscape Operatives.

**9. Flexi Job re-evaluation (To follow)**

To note the changes to the Streetscape Flexi role job description and approve it being sent for re-evaluation.

**10. Increment Increase (To follow)**

To approve the proposed increment increases.

**CLLrs: Richard Walton (Chair), Dave Brown (Vice Chair).**

Suzie Akers Smith, Russell Chadwick, Robert Douglas, Sally Ann Holland, Amanda Martin, Rob Moreton, Kay Wesley, Glen Williams.

**Ex-Officio:** Cllr Robert Brittain (Mayor) Cllr Suzy Firkin (Deputy Mayor)

<b>Title</b>	<b>Personnel Committee</b>
Date of Meeting Time	23 <sup>rd</sup> October 2025 8 pm
Status	<b>Draft Minutes – to be ratified at the next Committee meeting</b>
Reference Documents	<a href="#">Agenda Papers for Personnel – 23 October 2025</a>

### Attendance

<b>Committee Members</b>	Cllr Richard Walton (Chair) Cllr Robert Douglas Cllr Sally Ann Holland Cllr Amanda Martin Cllr Kay Wesley Cllr Glen Williams
<b>Ex Officio</b>	Cllr Robert Brittain (Mayor) Cllr Suzy Firkin (Deputy Mayor)
<b>Non-Committee Members</b>	
<b>Officers</b>	David McGifford (Chief Officer)
<b>Members of the Press</b>	0
<b>Members of the Public</b>	0

#### 1. Apologies for Absence

Apologies were received from Cllrs David Brown (Vice Chair), Russell Chadwick, and Rob Moreton.

#### 2. Minutes of Previous Meetings

**PRES/07/2526 resolved** to approve and sign the Personnel Committee minutes held on 3<sup>rd</sup> July 2025 as a correct record.

#### 3. Declaration of Interest

Declarations were received by Cllr Sally Ann Holland.

#### 4. Outstanding Actions

None

**5. Questions from Members of the Public**

There were no questions from members of the public

**6. Urgent Items**

None

**7. Resolution to Exclude the Public and Press from Item 8**

**PRES/08/2526 resolved** to exclude the Public and Press from the meeting.

**8. Notice period for Senior Officer**

**PRES/09/2526 resolved** to increase the Chief Officer's notice period to 6 months and 54 hours.

**9. Ex Gratia Payment**

**PRES/10/2526 resolved to** approve the Ex Gratia payment as proposed by Cllr Douglas.