



# Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

16<sup>th</sup> October 2025

Dear Councillor,

## **Personnel Committee Meeting 23<sup>rd</sup> October 2025**

You are summoned to attend a meeting of the Personnel Committee to be held at Congleton Town Hall on Thursday the 23<sup>rd</sup> October 2025 commencing at 8.00 pm.

**Please note this meeting follows the Council 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 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 3<sup>rd</sup> July 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**

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. Notice period for Senior Officer (To follow)**

To discuss a proposed amendment to the notice period of a Senior Officer.

**9. Ex Gratia Payment (To follow)**

To approve an ex gratia payment as proposed by the Chief Officer.

**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)

**Minutes of the Personnel Committee Meeting**  
**Held on the 3<sup>rd</sup> July 2025 at 8.00 pm**

**Please note – These are draft minutes and will not be ratified until the next meeting of the Council.**

For the papers discussed at the meeting, [please see Personnel Committee Agenda 3<sup>rd</sup> July 2025](#)

**Councillors in Attendance:** Richard Walton (Chair)  
David Brown (Vice chair)  
Robert Douglas  
Sally Ann Holland  
Amanda Martin  
Rob Moreton  
Kay Wesley  
Glen Williams

**Ex Officio:** Suzy Firkin  
**Officers:** David McGifford (Chief Officer)  
**Members of the press:** 0  
**Members of the public:** 0

**1. Apologies for absence.**

Apologies were received from Cllrs Suzie Akers Smith and Russell Chadwick.

**2. Minutes of Previous Meetings**

**PRES/04/2526 Resolved to** approve the minutes of the meeting held on the 12<sup>th</sup> June 2025.

**3. Declarations of interest**

Declarations of interest were received from Cllrs David Brown, Sally Ann Holland, and Rob Moreton on matters relating to Cheshire East Council

**4. Outstanding Actions**

There were no outstanding actions

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

There were no questions from members of the public

**6. Urgent Items**

There were no urgent items

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

**PERS/05/2526 Resolved to approve the** resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting due to private staffing matters.

**8. Job Offer Streetscape Development Manager**

**PERS/06/2526 Resolved to** approve the proposal to offer the Streetscape Development Manager position to Mr D Christie

**Cllrs: Richard Walton (Chair)**