



# Congleton Town Council

Historic market town

Chief Officer: **David McGifford**

15<sup>th</sup> December 2016

Dear Councillor,

## **Personnel Committee Meeting – Wednesday 21<sup>st</sup> December 2016**

You are requested to attend a meeting of the Personnel Committee, to be held at Congleton Town Hall on **Wednesday 21<sup>st</sup> December 2016 commencing at 5.15 pm.**

Yours sincerely,

**David McGifford**  
Chief Officer

### **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 (attached)**  
  
To confirm the minutes of the meeting held on the 29<sup>th</sup> September 2016.
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**  
  
None.
5. **Resolution to exclude the Public and Press**  
  
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 for the matters Set out below on the grounds that it could involve the likely disclosure of private and Confidential information or staff matters.

Congleton  
**beartown**  
where friends are made

6. **Congleton Town Council Management Structure Review** (structures attached, report to follow)

To receive proposed changes from the Chief Officer to the Management Structure.

**To:** Members of the Personnel Committee

**Cllrs:**

D T Brown (Chairman), P Bates (Vice Chairman)  
Mrs S Akers Smith, J G Baggott, L D Barker, C H Booth, Mrs A M Martin, Mrs J Parry,  
H Richards and G S Williams

**Ex-Officio:** Cllr G R Edwards

**Ccs:** Other members of the Council and Honorary Burgesses (5) for Information; Press (2)  
Congleton Library, Congleton Tourist Information Centre.

# Congleton Town Council

Minutes of the Personnel Committee meeting held on  
Thursday 29<sup>th</sup> September 2016

**PRESENT:** Councillors:

J Baggott  
L Barker  
D T Brown (Mayor and Chair)  
G Edwards  
Mrs A Martin  
Mrs J Parry

Also in attendance Non Committee members – Cllrs Mrs D S Allen, Mrs S A Holland

## **1.APOINTMENT OF CHAIRMAN FOR THE MEETING**

Committee members will need to appoint a chair for the meeting due to apologies having been given by the chairman and vice chairman.

No appointment of a Chairman was required as Cllr D T Brown was able to attend the meeting

## **2. APOLOGIES**

Apologies for absence. (Members are respectfully reminded of the necessity to submit any apology for absence in advance and to give a reason for non-attendance).

Apologies were received from Committee members Councillors P Bates, C Booth GS Williams

Apologies were also received from Cllr P Broom who is not a member of this particular Committee.

## **3. MINUTES OF PREVIOUS MEETING**

**PERS/04/1617 RESOLVED** that the minutes of the meeting held on the 16<sup>th</sup> June 2016 be approved and signed by the Chairman.

## **4. 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.

Cllrs DT Brown, J G Baggott, and declared a non–pecuniary interest in any matters related to Cheshire East Council.

## **5. OUTSTANDING ACTIONS**

There were no outstanding actions.

## **6. RESOLUTION TO EXCLUDE THE PUBLIC AND THE PRESS**

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 for the matters set out below on the grounds that it could involve the likely disclosure of private and confidential information or staff matters

**PERS/05/1617** RESOLVED to exclude members of the public and press from the meeting.

## **7. FELLOWSHIP HOUSE LUNCHEON CLUB**

Report to be presented by the Chief Officer at the meeting regarding the current position at Fellowship House and any potential staffing implications. Appointment of chair

**PERS/06/1617 Resolved to** receive the report from the Chief Officer and the recommendations there in.

**D T Brown**  
(Chairman)