

ALSAGER TOWN COUNCIL



DATE AGENDA POSTED: THURSDAY 11 JUNE 2026

NAME OF MEETING: PERSONNEL COMMITTEE

VENUE: TOWN COUNCIL OFFICES

DATE OF MEETING: THURSDAY 18 JUNE 2026

TIME OF MEETING: 3:00 P.M.

MEMBERS: J Buckley; J Hearne; S. Helliwell; P Hubbard; S Ovenden; M Unett; C Venables

You are hereby summoned to attend a meeting of the Personnel Committee for the purpose of transacting the following business.

A handwritten signature in black ink, appearing to read 'J. Mason', is written over a faint, rectangular stamp.

AGENDA APPROVED BY J MASON
TOWN CLERK & RFO

AGENDA – PART 1 OPEN AGENDA

1. Apologies

To receive apologies for absence.

2. Declaration of Interest

Members are requested to declare both personal and prejudicial interests as early as possible in the meeting.

3. Minutes of Previous Meetings

To confirm the Minutes of the Meetings of the Personnel Committee held on 26 May 2026.
See attached.

4. Matters Arising

To note any matters arising from the confirmed Personnel Committee meeting Minutes dated 26 May 2026.

5. Public Participation Period

An opportunity for residents of Alsager to ask questions about issues in accordance with Standing Order 2 of the Town Council's Standing Orders, this period is limited to 20 minutes.

AGENDA – PART 2 EXEMPT AGENDA

MATTERS TO BE CONSIDERED WITH THE PRESS AND PUBLIC EXCLUDED

6. Exclusion of the press and public

To resolve under the 1960 Public Bodies (Admission to meetings) Act to exclude the press and public due to the confidential nature of the business to be discussed.

7. Facilities Manager

To consider a report from the Town Clerk. See attached.

ALSAGER TOWN COUNCIL

PERSONNEL COMMITTEE

MINUTES OF MEETING HELD IN ALSAGER CIVIC

ON TUESDAY 26 MAY 2026

Present:

Councillor M Unett (Vice Chair)

Councillor P Hubbard

Councillor S Ovenden

Councillor S Helliwell

Councillor C Venables

C A Bagnall (Deputy Town Clerk)

0 Members of the Press

0 Members of the Public

P26/01 Apologies for Absence

Apologies for absence were received from Councillors J Hearne and J Buckley.

P26/02 Declarations of Interest

No declarations were made.

P26/03 Minutes of the Previous Meeting

The Minutes of the meeting dated 31 March 2026 were referred to and it was: -

Resolved: That, the Minutes of the Meeting of the Personnel Committee dated 31 March 2026 were confirmed as a correct record and signed by the Chair.

P26/04 Matters Arising

No matters were raised.

P26/05 Public Participation

There were no members of the public present.

P26/06 Exclusion of Public and Press

At the invitation of the Chair it was: -

Resolved: That, in accordance with the Public Bodies Admissions to Meetings Act 1960 as amended the public and press be excluded from the meeting for the following items of business on the grounds that they could involve the likely disclosure of private and confidential information, including staffing and salary issues.

P26/07 Resignation of Facilities Manager

The Deputy Town Clerk introduced the report and updated members in relation to recruitment agencies used previously and quotes provided.

Resolved:

- a) That, expenditure of up to £5000 from the EMR for staff costs for projects for the use of a recruitment agency be approved.
- b) That, the Clerk be granted delegated authority to determine which agency to use.

P26/08 Facilities Manager – Job Description

The Deputy Town Clerk explained that further to Min. Ref. TC25/130 dated 6 January 2026, which approved the staffing structure, it was agreed that all Managers Job Descriptions be reviewed. The Facilities Manager Job Description was being presented for approval to allow recruitment to go ahead based on the revised Job Description.

Resolved: That, the Facilities Managers Job Description be approved.

The meeting commenced at 6:00 p.m. and concluded at 6:12 p.m.

Signed by Councillor J Hearne
Chair