**Billinge Chapel End Parish Council**

The Public Hall, 216 Main Street, Billinge, WN5 7PE

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**Minutes of the Billinge Chapel End Parish Council Personnel Committee Meeting**

**Held on Monday 21st July 2025 at 6.45 pm**

**at The Public Hall, 216 Main Street, Billinge, WN5 7PE.**

**Present:**  
Chair Cllr Frank Gill, Vice Chair Cllr Bill Bradbury, Cllr M Webster  
**Also in Attendance:**  
Clerk – Karen Newton

0 members of the public

**1. Apologies for Absence**

No Apologies were received

**2. Declarations of Interest and Dispensations**

There were no declarations of interest or requests for dispensations in relation to items on the agenda.

**3. Minutes of the Previous Meeting**

No Minutes from the previous meeting to be approved

**4. Appointment of Chair for the Personnel Committee**

**Resolved:** Cllr. Frank Gill was appointed Chair of the Personnel Committee for 2025.

**5. Appointment of Vice Chair for the Personnel Committee**

**Resolved:** Cllr. Bill Bradbury was appointed Vice Chair of the Personnel Committee for 2025.

**6. Public Participation**

No members of the public were present. The Chair noted that public participation would be conducted at their discretion in accordance with Standing Orders.

**7. Staffing Matters – Confidential/Exempt Items**

**Resolved:** In accordance with Schedule 12A of the Local Government Act 1972 and the relevant Access to Information Regulations, the press and public were excluded due to the likely disclosure of exempt personal information.

**7.1 Correspondence Received**

No Staffing-related correspondence were received from the last meeting.  
**Resolved:** No further action required.

**7.2 Employee Contracts and Job Descriptions**

Proposed variations to individual employee contracts and job descriptions were reviewed.  
**Resolved:** All proposed changes were approved.

**7.3 Salary Adjustments and Payments**

Salary adjustments and one-off payments were considered for specific staff.  
**Resolved:** All proposals were approved.

**7.4 Merseyside Pension Fund – Individual Enrolment**

Matters relating to individual pension enrolment were discussed.  
**Resolved:** All enrolments and related pension matters were approved.

**8. Meeting Closed: 19:25**

**Signed: Karen Newton****Karen Newton – Clerk to the Council  
Date: 15/09/2025**

**Signed: Chair**

**Date: 15/09/2025**