**Billinge Chapel End Parish Council**

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

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**Billinge Chapel End Parish Council Meeting**

**To the Chair and Members of Billinge Chapel End Parish Council you are summoned to attend a**

**Personnel Committee meeting to be held**

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

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

Karen Newton - Clerk to the Council

**Agenda**

**1.Apologies  
To receive** and approve apologies for absence.

**2. Declarations of Interest and Dispensations  
To receive** declarations of interest and consider any requests for dispensations related to items on the agenda.

**3. Minutes  
To approve** the minutes from previous meeting (if any).

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

**To appoint** a chair for 2025

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

**To appoint** a vice chair for 2025

**6. Public Participation  
To receive** matters raised by residents. The period for public participation will be at the Chairman’s discretion in accordance with Standing Orders.

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

**Exclusion of the Press and Public**In accordance with the provisions of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, and Paragraphs 2, 3, and 7 of the Council’s Access to Information Procedure Rules, the press and public are excluded from the meeting during consideration of the following items, due to the likely disclosure of exempt information relating to individual employees and personal data (as defined under the UK General Data Protection Regulation).

**7.1 Correspondence Received**

**To note** all staffing-related correspondence received since the last meeting and to consider any actions arising, where necessary.

**7.2 Employee Contracts and Job Descriptions**

**To consider and approve** proposed variations to individual employment contracts and job descriptions. (Personal data – exempt under GDPR.)

**7.3 Salary Adjustments and Payments**

**To consider and approve** proposed salary variations and/or one-off payments for named individuals. (Personal data – exempt under GDPR.)

**7.4 Merseyside Pension Fund – Individual Enrolment**

**To consider and approve** enrolment and pension matters relating to named individuals. (Personal data – exempt under GDPR.)

**8. Close Meeting**

**Signed: Karen Newton Date 16/07/2025**

Press and public are welcome to attend.