

MINUTES of the Personnel Committee Monday, 27 November 2025 12 noon, at CBTC offices, East Terrace, Euxton.

Present: Cllrs K Reed (Chair), E Jones, P Fellows, G Vickers

Apologies: Cllr A Riggott, S Walker

1. Exclusion of Press and Public

Resolved: Members agreed that pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and defined in Paragraph 1, Part 1 of Schedule 12A to the Local Government Act 1972. It is proposed that, because of the confidential nature of the business to be transacted the press and public are excluded from the forthcoming items of business.

2. Approve minutes of meetings held 18 November 2025

Resolved: Minutes of meetings held 18 November 2025 were approved as a correct record and signed by the Chair.

Update from that meeting is the cost for a 10x8 sized container including lock, coloured green and delivered £2,595 +vat will be ordered.

3. Ranger – discuss probationary periods of new Caretakers, updates, changes or improvements needed

Ranger attended the meeting and Councillors were updated on staffing. The newer staff were good workers. The staff were reporting to the Ranger and any new items required were reported to the Clerk for purchasing.

Not all staff are using the app and the Clerk would follow this up.

Probationary periods for 3 members were agreed to have been achieved and letters would be sent out.

Increased dog mess recently at School Lane, Euxton Lane and Greenside and we will work towards providing bins and dispensers and new signage. A newsletter article was also agreed. A new play area off Lord Way will also require items.

A list of items required for the new vehicle and elsewhere was provided.

4. Updates on staffing changes and staffing levels

Job advert for a new 20 hour caretaker would go out in January, close February, interview March with a start date of early April.

Members discussed the idea of employing an RFO for a 12 month contract from April 2026. Clerk distributed a drafted job description. This would be discussed with the Deputy Clerk first.

5. Acquisition of a vehicle for the caretaker service update and budget for 26/27

Resolved: Members discussed and estimated a budget for the vehicle should be £2,500 which would include necessities such as fuel, servicing, insurance, tax a breakdown/tyres and any unspent would be saved for future vehicle replacement.

6. Other items for this Committee for a future agenda

Meet next in the new year.

Chair closed the meeting.