



# Frodsham

## TOWN COUNCIL

Minutes from the Staffing Committee Meeting held on **Monday 13<sup>th</sup> April 2026** at **1pm** at 44 Main Street, Frodsham, WA6 7AU

**Members:** Cllrs H Hayes, Wade, Neild and D Critchley (reserve)

*Please note the quorum for this committee is 3*

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### STAFFING COMMITTEE MEETING

#### Meeting 1

##### 1. Apologies

To receive apologies and reasons for absence.

**RESOLVED:** There were no apologies for absence. Cllr D Critchley was not required as the meeting was quorate.

##### 2. Declarations of interest

To note any declarations of interest

**NOTED:** There were no declarations of interest.

##### 3. Requests from the public to speak

Members of the public are invited to speak on items which are on the agenda.

**NOTED:** No member of the public attended the meeting.

##### 4. Staff appraisals

To note that Cllr Hayes will carry out the appraisal of the Town Clerk for the period 17/06/2024 to 1/04/2026.

**NOTED**

##### 5. Exclusion of press and public

To consider that, in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential and commercially sensitive nature of the following business to be transacted.

**RESOLVED:** It was resolved to exclude member of the press and from the meeting because of the confidential and sensitive nature of the following business to be transacted.

##### 6. Staffing report

a) To receive a confidential staffing report from the Town Clerk.

**NOTED:** The Clerk provided a verbal report regarding the current staffing arrangement and future staffing requirements.

- b) To agree action and recommendations to the Finance & General Purposes Committee.
- i The Committee resolved to recommend the implementation of temporary flexible and/or reduced working hours for the Town Clerk, commencing 13 April 2026 for an initial period of two weeks, following a recent diagnosis of a treatable medical condition requiring an initial six weeks of treatment, in order to support ongoing care while maintaining service continuity; it was further agreed that the arrangement be subject to formal review at the end of the initial period to assess its effectiveness and determine whether any continuation or adjustment is required.
  - ii It was noted that the current Cemetery Clerk will be retiring shortly, creating a need to recruit a new member of staff to fill the position.
  - iii It was agreed to recommend to the Finance & General Purposes Committee that a part-time Administration Officer be appointed on a 20-hour-per-week, two-year temporary contract to oversee the administration of Tarvin Road Cemetery, along with other administrative responsibilities, including the management of allotments, defibrillators, and related duties.
  - iv It was noted that Frodsham Town Council has made provision within its budget for additional staffing, and that this allocation is sufficient to cover the cost of any such appointment.
  - v The Town Clerk agreed to revise the job descriptions for all staff for approval and consideration by the Finance & General Purposes Committee at its meeting on 20 April 2026.

## **7. Close of meeting**