

Minutes from the Staffing Committee Meeting held at 2.30pm on Wednesday 2nd September at 44 Main Street, Frodsham, WA6 7AU

Attended by: Cllrs J Critchley, Hayes (Chair), Wade and Wood (Vice Chair) & J O'Donoghue (Town Clerk)

The quorum for this meeting is 3

Meeting 2

1. To receive apologies and approve reasons for absence from members.

NOTED: Apologies were received and accepted from Cllr Nield.

2. Declarations of interest

To note any declarations of interest on items which are on the agenda.

NOTED: There were no declarations of interest.

3. Suspending Standing Orders

To note Standing Orders require that any suspension be approved by resolution of the meeting, in accordance with Standing Orders 1(r)(ix) and 25(a). This process will apply to all items other than agenda item 6.

NOTED

4. Public participation

Members of the public are invited to speak on items which are on the agenda in accordance with FTC policy on public speaking at meetings.

NOTED: No member of the public attended the meeting.

5. Minutes

To approve and sign the minutes of the meeting held 15/07/2026

RESOLVED: The minutes were unanimously approved.

6. Exclusion of press and public

To resolve 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 nature of the following business to be transacted.ⁱ

RESOLVED: Members of the press and public were excluded from the meeting and the meeting went into closed session due to the confidential nature of the business to be transacted.

7. Recruitment

a) To note confidential report CAO/27/08/2026.

NOTED

b) To approve the recommendations contained within the report.

RESOLVED:

- (i) Cheyonne Bowyer be appointed as Cemetery Clerk and General Administration Officer at SCP 14 for 20 hours per week, satisfactory references having been received;
- (ii) the working pattern include office-based hours of 9.30–2.30pm on Thursdays and Fridays, with the remaining hours and any home-working arrangements to be agreed with the Town Clerk as line manager; and
- (iii) delegated authority be given to the Town Clerk to formally confirm the appointment, agree the detailed working pattern and start date, issue the necessary employment documentation and make all necessary arrangements in respect of payroll, pension and commencement of employment and arrange appropriate training.
- (iv) It was agreed to propose a start date of 14/09/2026 with Cllrs J Critchley and G Wood to meet with Cheyonne in the afternoon of 14/09/2026.

8. Close of meeting

The meeting closed at 2.40pm.
