



# Walton Parish Council

Website - [www.waltonpc.org.uk](http://www.waltonpc.org.uk)

E: [clerk@waltonpc.org.uk](mailto:clerk@waltonpc.org.uk)

T - 07938842421

Minutes of the Employment Committee meeting of Walton Parish Council held at St. John's Church Community Hall, Old Chester Road, Higher Walton, on Wednesday 16 October 2024.

**Present** Councillor S Harris (Chair after first item)  
Councillors. D Hazeldine, V C Lacey, and A J Williams.

## 1. Election of Chair of the committee

**Resolved** that Cllr. Harris be elected as the Chair of the Committee.

## 2. Apologies for absence

Apologies were received and accepted from Cllr. Hewitt.

## 3. Declarations of Interest

No declarations of interest were made.

## 4. Matters to be considered with the exclusion of the press and public

[using Public Bodies (Admission to Meetings) Act 1960 s. 2]

No items on the agenda were identified as needing consideration in closed session.

## 5. Public Participation

No members of the public were present.

## 6. Terms of Reference of the Committee

The Terms of Reference under which this committee operate, as adopted by the full council at its meeting on 5 September 2024 were noted.

## 7. Recruitment to Clerk Position

7.1 The Recruitment Policy was considered.

**Recommended** that the policy as presented is adopted by full council.

7.2 **Recommended**, the documentation related to the recruitment of the clerk position, being the job advertisement (including a recommendation on salary scale), job description, accompanying person specification and written particulars of employment.

7.3 **Recommended** that the format and content of the contract of employment will be that provided by the Cheshire Association of Local Councils (ChALC).

7.4 **Recommended** the form of the advertisement, a closing date of 6 December, an interview panel of three councillors and the creation of an information pack.

## 8. Date and time of next meeting

The Committee will meet at a time and place to be advised three clear days before the date of the meeting.