



Garstang Town Council

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Personnel Committee Meeting, 15th July 2026 Agenda

Personnel Committee Members and members of the press & public

You are summoned to a meeting of the Personnel Committee to consider the items detailed on the attached agenda.

The meeting will be held at Garstang library, Windsor Road,
Garstang, PR3 1EX

on Wednesday 15 July 2026 at 7.00pm.

If you are unable to attend, please could you submit an apology to the Clerk.

Members of the public and press are invited to attend the meeting

Please contact the Clerk by 13.00, Wednesday 15 July, to express your interest in attending the meeting.

Recording of Public Council Meetings

Please be aware that the public meeting may be recorded for the accuracy of the minutes.

As per standing orders 12g; for any meeting that has been recorded the recording will be kept for a period of 6 months after the minutes have been approved as accurate before the recording is deleted.

E Parry

Town Clerk

2nd July 2026

Agenda

- 1) **Appointment of Chair – for decision**
Reference: [Terms of Reference and Scheme of Delegation](#). Every committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Deputy-Chairman who shall hold office until the next Annual Meeting of the council.

The Town Mayor shall not be elected as Chairman of any committee save with the express approval of the Council given on consideration of a report from the committee setting out the exceptional reasons justifying the election.
- 2) **Appointment of Deputy Chair – for decision**
- 3) **Apologies for Absence**
To receive apologies for absence.
- 4) **Declaration of Interests and Dispensations**
To receive disclosures of pecuniary and non-pecuniary interests and dispensation requests from Councillors on matters to be considered at the meeting.
- 5) **Minutes of the last meeting – for decision**
Councillors are asked to approve, as a correct record, the [minutes of the meeting held on 3 December 2025](#).
- 6) **Reference material – for information**
 - a) The Clerk is reminding the Committee of the [Terms of Reference and Scheme of Delegation](#) for the Personnel Committee.
 - b) [The Good Councillor's guide to employment](#) gives practical guidance on recruiting and managing employees effectively and in compliance with employment legislation up to the publication date. The guide has been circulated on Teams.
 - c) Building an effective Personnel Committee; SLCC advice – detailed in the Appendix.
 - d) [Society Local Council Clerk \(SLCC\) Clerk's calendar year](#)
 - e) [Acronyms](#)
- 7) **Public Bodies (Admission to Meetings) Act 1960 - Exclusion of the Press and Public**
To resolve that in accordance of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, and by reason of the confidential nature of the remainder of the business, the press and public be excluded from the meeting.
- 8) **Chairman's verbal report – Councillor Perkins – for noting**

9) **Staffing report, Clerk – for noting, information or decision**

10) **Public Bodies (Admission to Meetings) Act 1960 - Re-admission of the Press and Public**

To resolve that the confidential business having been concluded, the press and public be re-admitted to the meeting.

11) **Full Council Risk register, Clerk – for decision**

The [risk register](#) has been circulated. Are there any risks which Councillors wish to bring to the attention of the Clerk?

12) **Safeguarding policy– for decision**

The internal audit report year end 31/3/2026 details:

27.13 Is there a Safeguarding Policy in place?

No, Policy lapsed since the Youth Council was disbanded.

Not mandatory but considered best practice. Often a requirement from grant Funders.

Also, further to Full Council meeting 15 June resolution, 020(2026-27),
Natter at Navarro's initiative

Resolution: The Council approved the initiative and supported further engagement with local youth organisations and schools to promote participation. The Council further resolved that permission be sought from the Town Trust to hold the event in the indoor market.

Recommendation

The Clerk advises that the Committee recommends to Full Council that the circulated Safeguarding Policy be adopted. The policy includes procedures for DBS clearance.

13) **Date of next meeting**

16 September 2026.

Appendix

Building an effective Personnel Committee.

One of the key areas which challenges relationships between councillors and clerks is the council's responsibility as employer for the clerk. Councils which support and value their staff are better able to deliver their objectives and adapt to changing needs or priorities. Whether the council employs a single member of staff for a few hours a week, or a large and varied team of individuals, good employment practice from recruitment through to support and development is key to achieving the best outcomes for your communities.

The Civility and Respect Project team have worked to deliver a series of podcasts explaining councils responsibilities as employers.

[Podcast 1 – Building an effective personnel committee](#)

In this first podcast Chris Moses explains the importance of ensuring local councils have an effective personnel committee, what the responsibilities of the committee are and gives an overview of the key issues including:

- Who is best suited to be on the committee?
- Effective Terms of Reference.
- Having the right contacts
- Statutory requirements for effective line management.

There is a summary at 20.10 – detailed below!

Full Council is responsible for management activities but on a practical level, this just won't work.

Responsibility needs to be delegated to the HR/Personnel Committee.

It's a committee that has very specific delegated authority and clear terms of reference (ToR) to be able to do the job. T

The ToR spell out the activities of what the committee can do, i.e. Recruitment grievance, discipline, appraisal, sickness, management, employment contract The committee will carry out these activities with support from relevant professions and in order to do the work, the committee needs to conduct itself with integrity and impartiality. It's up to the chair/deputy chair to make sure that happens.

Also deals with day to day Clerk line management. This can be delegated to a smaller body of two or three councillors, who work with the Clerk daily, weekly and provides guidance and support for the clerk and report back to the committee meetings.

Finally, the committee wants to make sure that it retains all this information in a confidential and secure way, and that only members of that committee can have access to this important data.