

Kingsley Parish Council
The Boardroom
Kingsley Cemetery
Hollow Lane
Kingsley
Cheshire
WA6 8EF
www.kingsleyparishcouncil.org.uk
parish.clerk@kingsleyparishcouncil.org.uk

29 October 2026

To: **Members of Kingsley Parish Council's Staffing Committee**

Dear Councillor,

Dated this twenty-ninth day of October 2026, you are hereby summoned to attend an Ordinary Meeting of Kingsley Parish Council's Staffing Committee to be held at 17:00 on the third day of November 2026 in Kingsley Board Room, Kingsley Cemetery, Hollow Lane, WA6 8EF.



Mr Luke Trevaskis
Proper Officer

Note to Councillors:

If you are unable to attend the meeting, please notify the Proper Officer of your apologies.

Note to Public:

Members of the public who are registered local government electors and/or business-rate payers may make representations, answer questions and give evidence at a meeting which they are entitled to attend strictly in respect of the business on the agenda, provided that their primary residence (or business) is within the administrative boundary of Kingsley Parish Council. Qualifying members of the public who would like to make representations at a meeting must contact the Proper Officer no later than 48 hours prior to the meeting to advise both of their wish to speak and the full content (providing a transcript if available). Other issues could be raised if written notice of the question/matter is submitted to the Proper Officer ten working days prior to the meeting and the matter is considered appropriate for the agenda. A request to speak does not confer an automatic right to do so. All requests will be reviewed by officers, in consultation with the Chairperson of the Council or Committee, prior to the meeting. This is to safeguard the integrity of Council proceedings, prevent procedural misconduct, and mitigate legal and financial risks. Comments that could lead to undue disruption, expose the Council to legal challenge, or impact the wellbeing of staff - potentially resulting in avoidable costs to the public purse - will not be permitted. This approach ensures that public participation remains constructive while protecting the responsible use of public funds and resources. For the avoidance of doubt, and to ensure a constructive and orderly meeting, and in accordance with established protocols, public participation must not be used to:

- Make personal or defamatory remarks about individual councillors. While the public may raise concerns about council decisions or policies, personal attacks or allegations regarding the conduct of councillors are not appropriate for public discussion. Complaints regarding breaches of the Councillors' Code of Conduct should be referred to the Monitoring Officer, who is responsible for investigating such matters.
- Discuss individual staff members, their performance, or any matters which may relate to them personally (HR or otherwise). Employment issues, including complaints about staff, are confidential and should be addressed through the appropriate procedures. Any concerns about staff conduct must be submitted in writing to the Proper Officer. If the concern relates to the Proper Officer, it should be directed in writing to the Chairperson of the Council and/or the Personnel Committee. However, members of the public may raise general concerns about service delivery, provided that any comments do not target specific individuals or relate to individual roles.

AGENDA

1. **Apologies** - to receive apologies for absence.
2. **Declarations** - to note declarations of members' interests.
3. **Policies** - to consider the updated HR policies and agree actions. To consider the additional policies regarding email communications, harassment and managed contact for recommendation to full council.
4. **Exclusion of Press and Public** - the meeting is recommended to pass the following resolution: "that, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following business, on the grounds that it could involve the possible disclosure of exempt information as defined in paragraphs 1 and 2 of Schedule 12A of that Act."
5. **Complaints** - to consider the Complaints contained within the Confidential Report and agree actions.
6. **Staffing Matters** - to consider the Staffing Matters contained within the Confidential Report and agree actions.
7. **Next Meeting** - to consider the date and time of the next meeting.