

**NEW MILLS TOWN COUNCIL**

New Mills Town Hall, New Mills, High Peak SK22 4AT

Tel: 01663 7434434 email:clerk@newmillstowncouncil.gov.uk

7 March 2025

Dear Councillor

You are summoned to attend the Personnel Committee Meeting  
of the Town Council (rescheduled) to be held on  
**Thursday 13 March 2025 at 12.00pm**  
**In the Council Chambers, New Mills Town Hall, New Mills, High Peak.**



Yours sincerely  
Clare Wild, Town Clerk.

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Meetings open to the public may be recorded by representatives of the media and members of the public and are requested to do so in accordance with the Town Councils Standing Orders. There is no planned fire alarm for the duration of the meeting. The Chair may ask anyone acting in a disruptive manner to leave the meeting.

**AGENDA**

**1. Introductions & Apologies for Absence**

To receive apologies and grant approvals for absence

**2. Declarations of Members Interest and Dispensation Applications**

a. Updates to Register of Members Interests

b. Declaration of interests by councillors and non-councillors with voting rights on agenda items in accordance with the Town Councils Code of Conduct

c. To review and grant approvals for requests for dispensation

d. Members declaring a prejudicial interest who wish to make representation or give evidence under the Code of Conduct relating to Agenda items shall do so at this stage

**3. Public Participation**

Members of the public can speak for no longer than 3 minutes each without the Chairs permission and this period is limited to 15 minutes in total

#### **4. Minutes of the last meeting**

To provide approval of the minutes of the Personnel Committee meeting held on Tuesday 19 November 2024 & Tuesday 4 February 2025.

#### **5. Review Previous Actions**

To consider information from previous actions and make any arising recommendations to make to the Council

#### **6. Exclusion of the Press and the Public**

To resolve that the press and public be excluded from the meeting for the consideration of the following matters on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972

#### **7. Review of New Mills Town Council Staff**

To consider staff structure, recruitment and associated information presented by the Clerk and make any arising recommendations to make to the Council

#### **8. HR/Personnel matters, including roles and responsibilities**

To consider existing policies and the introduction of a new handbooks/induction programmes/policies to assist staff, members and volunteers