



PREESALL TOWN COUNCIL

19th June 2026

Dear Councillor,

You are hereby summoned to attend a meeting of Preesall Town Council's personnel committee on Thursday 25th June 2026 at 6pm in Preesall Youth and Community Centre.

Debbie Smith

Clerk to Preesall Town Council

A G E N D A

1 Election of Chair

It is the first meeting of the finance committee, after the May Annual Meeting in the 2026/27 civic year. The committee are asked to **resolve** to appoint a chair for the committee.

2 Election of Deputy Chair

It is the first meeting of the finance committee, after the May Annual Meeting in the 2026/27 civic year. The committee are asked to **resolve** to appoint a deputy chair for the committee.

3 Apologies for absence

To receive apologies for absence.

4 Declaration of interests and dispensations

To receive from committee members, disclosures of pecuniary and non-pecuniary interest on matters to be considered at the meeting.

5 Public participation

The chair will ask the committee to agree to adjourn the meeting to allow non-councillors to speak and will ask councillors to agree to reconvene the meeting on the conclusion of public participation.

6 Personnel Committee Terms of Reference

It is a requirement of the committee to review its terms of reference after the Annual May Meeting of the full council. The clerk has reviewed and amended the T.O.R, and referenced the Financial Regulations, and Standing Orders where applicable (emailed). Councillors are asked to **resolve** to **accept** the personnel committee terms of reference.

7 Employer Policies and Procedures

The Committee are asked to **review**, and to **accept** below policies, which will then be recommend to full council for resolution at July's meeting, (all policies emailed):

- a) Grievance Policy – section 2. Addition to clarify who is each employee's line manager.
- b) Whistle Blowing Policy - NALCS current version
- c) Training and Development Policy - New policy

- d) RIDDOR Health and Safety Guidance - Updated guide from HSE
- e) Violence at work Policy - New Policy
- f) Lone Worker Policy - Updated SLCC version
- g) Clerks Risk Assessment and lone worker policy - Updated to reflect current circumstances
- h) Lengths/Plants Man Lone worker Risk Assessment - New Risk Assessment
- i) Lengths Mans Risk Assessment for Tasks - Updated to reflect current work
- j) Accident/Incident Report Form - New form created
- k) Equality and Diversity Policy – New Policy

8 Exclusion of the press and public

Pursuant to Section 1(2) and 1(3) of the Public Bodies (Admission to Meetings) Act, councillors are asked to resolve to exclude the press and public to discuss matters in relation to staff on the grounds that the discussion involves confidential details.

The Clerk has determined that information under item 8 of the agenda, are classified as “Not for Publication.” This is because it refers to “exempt information” as defined in Part 1 of Schedule 12A (1) of the Local Government Act, 1972 as amended by the Local Government (Access to Information) Variation Order 2006, on the grounds that it contains information related to an individual.

The committee are asked to **resolve** to exclude the public and press for agenda item 8.

9 Date of next meeting

The committee are asked to **resolve** the date and time of the next personnel committee meeting.