



HADLEY AND LEEGOMERY PARISH COUNCIL

Hadley Community Centre, High Street, Hadley, Telford, TF1 5NL.

Telephone: 01952 245501

Email: Clerk@hadleyandleegomery-pc.gov.uk

Website: www.hadleyandleegomery-pc.gov.uk

To all members of the Personnel Committee

Dear Councillor,

A meeting of the Personnel Committee will be held on 16th February 2026, commencing at 12.30 P.M, at Hadley Community Centre, High Street, Hadley, Telford.

All members are summoned to attend for the transaction of the following business.

Yours sincerely

Jane Lees

Clerk to the Council

10th February 2026

AGENDA

WELCOME

P25/018 APOLOGIES FOR ABSENCE

PLEASE NOTE: Apologies for absence do not have to be submitted in writing but should be made directly to the Clerk/Chair in advance of the relevant meeting. The Council is not obliged to approve apologies and can only approve apologies when the reason for absence is known. By law employers must give Councillors reasonable time off to attend to council affairs and to perform approved duties, having regard to the impact of the employee's absence on the business and the amount of time required or already taken by the employee on trade union duties. The Councillor may complain to an employment tribunal if the employer fails to do so. **To receive approval and acceptance for any apologies for absence.**

P25/019 DISCLOSABLE PECUNIARY INTERESTS

- (i) **Dispensations - to receive and consider** any requests to grant dispensations in respect of the restrictions which apply at a meeting which is considering a matter in which a member holds a disclosable pecuniary interest.
- (ii) **Declaration of any disclosable pecuniary interests** in items included in the agenda for discussion at the meeting.

Members are reminded that they are required to leave the room during the discussion



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and voting on matters in which they have a disclosable pecuniary interest, whether the interest is entered in the register of members' interests maintained by the Monitoring Officer unless they have been granted a dispensation to take part.

P25/020 MINUTES OF LAST MEETING

*To **confirm** the minutes of the meeting of the Committee which was held on the 20th January 2026.*

P25/021 JOB DESCRIPTIONS

To review and authorise the job descriptions for the new posts approved by Council on 3rd February.

P25/022 ITEMS FOR INCLUSION IN NEXT AGENDA

To receive from councillors any requests for items that they would like to be considered for inclusion on the next agenda.

P25/023 DATES OF NEXT MEETINGS

Events Committee Wednesday 17th February at 1.00pm

Finance and G. P. Committee Tuesday 3rd March at 7 p.m.

Full Council Meeting Tuesday 7th April at 7.00pm.