

Choppington Parish Council
Staffing and Policy Development
29 October 2025 at 9.30am
At Stakeford and Bomarsund Welfare Centre NE62 5UD

Agenda, Part 1

1. **To accept apologies for absence.** and to remind members that any Member not attending a meeting of the Council for six consecutive months will be deemed to be no longer a member of the Parish Council.
2. **Members will identify any declarations of disclosable pecuniary and other registerable interest(s).** Members are requested to read the note below.
3. **Election of Chairman** to serve for the Council year. By convention this position is reserved for the Chairman of the Council
4. **Election of Vice-Chairman** to serve for the Council year. By convention this position is reserved for the Vice Chairman of the Council
5. **Public Questions** (Please read the note below)
6. **To receive and approve the minutes of the previous meeting of 19 February 2025.**
7. **Agreement of Terms of Reference.** Members are asked to consider the Terms of Reference for this committee. This will be reviewed annually.
8. **Review of the Employers Discretionary Policy.** The Council has chosen to participate in the Local Government Pension Scheme (LPGS). Membership benefits are defined and mostly prescribed under this scheme but in certain areas it requires the employer (the Parish Council) to consider and formally agree some benefits that are discretionary. This will be reviewed annually.
9. **Annual Performance Review of Parish Clerk.** The Chairman and Vice Chairman will report to members the results of the Parish Clerk's annual appraisals. Members consider the implementation of any recommendations or action. Members will be asked to consider this item as confidential and under Standing Order 3a move it to Agenda Part 2
10. **Annual Performance Review of Staff.** The Parish Clerk will report to members the results of staff annual appraisals. Members will consider the implementation of any recommendations or actions. Members will be asked to consider this item as confidential and under Standing Order 3a move it to Agenda Part 2

Agenda – Part 2. Members will be asked to consider if there are matters that in consideration of Standing Order 3a and because of their special and confidential nature, require the exclusion of press and public.

1. Any matter referred from part 1 of the agenda.

Notes to be read in connection with Agenda Items 2 and 3

Note for the Public - The meeting will commence with a public session at which any resident of the Parish may raise topics for discussion. The length of the public session, normally fifteen minutes, is at the discretion of the Chairman. Any resident may speak once on a subject and they are requested to avoid duplication as far as possible when speaking on a subject. Councillors are not allowed to participate, other than by asking direct questions. It is not the Council's custom to respond during the public session. Where appropriate the Chairman will inform the resident of the action to be taken, that is, passed to a Committee; go on the next agenda; or the points will be taken into consideration if already on the agenda. The size of the meeting room limits the number who can attend. Members of the public unable to attend, can email or telephone questions to the Parish Clerk on info@choppingtonparishcouncil.gov.uk for 01670 858664 by 4pm on the day before the meeting, which will be read out during the public session.

Note re Declarations of interest – Members should consider the categories of interest, identified in the Code of Conduct for Members to determine whether they have an interest in any agenda item and any action they should take. Members should declare the nature of the interest at the earliest opportunity and the agenda item it relates to. Please note that ultimately it is Members' responsibility to identify any interests and update their register of interests form as required by the Code.

Angela Brindley
Parish Clerk
20 October 2025