

KESSINGLAND PARISH COUNCIL



Minutes of the meeting for the Personnel Committee

Held at 10.30am on Wednesday 14th May 2025
in the Council Chamber, Marram Green

Members present: Councillors S. James, C. Cook, N. Glendinning, I. Graham, A. Green

Others present: C. Smith (KYC)

Clerk to the meeting: S. Hogg (Acting Parish Clerk) & D. Blowers (Admin/Committee Clerk)

1. Election of Chair

Cllr Graham proposed Cllr Glendinning as Chair, this was seconded by Cllr Cook with all in favour.

2. Chair's welcome & housekeeping

The Chair welcomed Councillors to the meeting and explained the meeting protocol.

3. Election of Vice-Chair

Cllr Green proposed Cllr Graham as Vice-Chair, this was seconded by Cllr Cook with all in favour. The Chair gave thanks to Cllr Carter for the last year as Vice-Chair.

4. Apologies for absence

Apologies for absence were received from Cllrs Carter & Boyle. Acceptance of these apologies were proposed by Cllr Graham and seconded by Cllr James with all in favour.

5. Declarations of Interest

There were no Declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the Agenda and it was noted that there are no written requests for dispensations for Disclosable Pecuniary Interests. A dispensation has been granted to the following:
Cllr Green in respect of his role as District Councillor.

6. Minutes of the previous meeting

Cllrs reviewed the minutes of the 5th November 2024 and the Extra-Ordinary meeting held on 10th December 2024. Cllr James proposed the minutes be approved as an accurate record of the meetings. This was seconded by Cllr Graham with all in favour.

7. **Public participation**

C. Smith of the Kessingland Youth Café provided a report on the club's recent successes and outlined the summer activities planned for the current year. Two volunteers have recently completed training courses, contributing to the ongoing development of the team. Attendance figures at the Youth Café continue to rise. However, with some volunteers managing other commitments, there may be a need for additional assistance to maintain sufficient support.

8. **Governance Matters**

None

9. **Staffing Matters**

- 9.1. Cllrs considered recruiting an additional member of staff for the Youth Café. Cllr Graham proposed this to be advertised for the position to start at the beginning of the autumn term in September. Cllr Cook seconded with all in favour.
Although not on the agenda, Cllr James proposed a £20 donation was given to Pakefield Pastures for the visit they gave the KYC with the lambs. This was seconded by Cllr Cook with all in favour.
- 9.2. It was noted that two employees have contracts that required updating to reflect amendments that were previously agreed by this committee.
- 9.3. To consider staffing matters (Confidential)

10. **Training**

- 10.1. Cllrs noted that a member of staff has completed the COSHH training package and a 1 point scale increase was agreed by this committee on completion requires implementing.
- 10.2. To consider any training required for staff (Confidential)
- 10.3. It was agreed that all Cllrs should refresh their training.

Cllr Green left the meeting at 12.05hrs.

11. **Date of next meeting**

The next meeting of this committee will be scheduled when required.

12. **Exclusion of the Press & Public**

Cllr Graham proposed that in accordance with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 (Sections 100 and 102), the public and press be excluded for the remaining items of business due to the confidential nature of the business to be transacted including contractual and personnel related matters. This was seconded by Cllr Green with all in favour.

13. **Close of meeting**

This meeting closed at 12.20hrs.