

KESSINGLAND PARISH COUNCIL



Minutes of the Extra-Ordinary meeting for the
Personnel Committee
held at 10am on Wednesday 21st February 2024
in the Council Chamber, Marram Green

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| Members present: | Cllrs C. Cook, N. Glendinning, I. Graham, A Green (Chair) & S. James |
| Other Cllrs in attendance: | Cllrs C. Carter & L. Truman |
| Others present: | None |
| Clerk to the Meeting: | N. Coleby (Parish Clerk) & D. Blowers (Admin/Committee Clerk) |

65. Chair's welcome & housekeeping

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

66. Apologies for absence

There were no apologies to receive as all committee members were present.

67. Declarations of Interest

There were no Declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the Agenda and there are no written requests for dispensations for Disclosable Pecuniary Interests. A dispensation has been granted to:

Cllr Green in respect of his role as district councillor.

Cllr Truman in respect of Kessingland Help in Need & Kessingland CofE Primary Academy.

68. Minutes of the previous meeting

As this is an extra-ordinary meeting of the committee, the minutes of the previous meeting will be brought to the next ordinary meeting of the committee.

69. Public participation

Any members of the public who wish to speak on matters on this agenda should indicate that they wish to speak by raising their hand at this point and the Chair of the meeting will call on them to speak. A member of the public has a maximum of three minutes to address the meeting.

There were no members of the public present.

70. Staffing Matters

70.1 It was noted that a provisional end date to his employment with the council has been provided by the Senior Youth Leader. This is dependant on when he relocates which should be a minimum of six weeks from now. Therefore the council will be working for the end of March as an end date however if there is

- a delay to the relocation he may be able to attend after that. For council purposes it would be useful to have a replacement in line by that date.
- 70.2 Councillors considered a request from the Youth Club Sub-committee to employ a Senior Youth Leader and a further Youth Leader for the Youth Club in order to facilitate the smooth running of the Youth Club. If a suitable Senior Youth Leader cannot be appointed then two Youth Club Leaders could be appointed and consideration given about training up a Senior Youth Club Leader or divide duties between the three leaders to give them different areas which they could develop into or specialise in. This was proposed by Cllr Glendinning and seconded by Cllr James with all in favour.
- 70.3 Councillors considered a salary range for Youth Club Leaders with the specific salary point which they are offered dependent on qualifications and experience. The job description for the Senior Youth Leader and Youth Leader would remain unchanged. The initial hours would be three hours per week for the Senior Youth Leader and three hours per fortnight for the Youth Leader. These hours will include three hours for the each for attendance at Youth Club and three hours for administration for the Senior Youth Leader. Due to a really encouraging relaunch, and once the new leaders are trained and ready, there may be potential for the Youth Club to move to weekly in which case each would receive a further three hours a fortnight to cover the additional session (effectively three hours per week for attendance at all Youth Club sessions). This was proposed by Cllr Cook and seconded by Cllr Graham with all in favour. A poster has already been done to advertise the position as soon as possible which all on the committee should receive a copy of.

71. **Health & Safety**

There are no matters under this section on the agenda.

72. **Date of next meeting.**

The date of the next meeting of the committee is the 16th May 2024.

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

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.

There are no matters under this section of the agenda

74. **Close of meeting**

This meeting closed at 10.30am.