

# KESSINGLAND PARISH COUNCIL



Minutes of the meeting for the  
**Personnel Committee**  
**Held at 10am on Tuesday 5<sup>th</sup> November 2024**  
in the Council Chamber, Marram Green

**Members present:** Cllrs C. Cook, N. Glendinning (Chair), I. Graham & A. Green  
**Other members present:** C. Smith (Kessingland Youth Club)  
**Clerk to the Meeting:** S. Hogg (Deputy clerk) & D. Blowers (Admin/Committee Clerk)

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30. **Chair's welcome**

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

31. **Apologies for absence**

Apologies for absence were received from Cllr Carter. Cllr Green proposed acceptance for these which Cllr Cook seconded with all in favour.

32. **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.

33. **Minutes of the previous meeting**

33.1 Cllr Graham proposed the minutes of the Extra-Ordinary Personnel Committee meeting that was held on 24<sup>th</sup> June 2024 be adopted as an accurate record of the meeting. This was seconded by Cllr Green with all in favour.

34. **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.*

See Items 35.1 & 2

35. **Staffing.**

35.1 Councillors considered opening the Youth Café on a weekly basis. A report was received from the Senior Youth Club leader and Cllr Glendinning offered

a form of thanks from the committee for all the work that has been done so far. Cllr Green proposed to open the Youth Café weekly starting in the new year and Cllr Cook seconded the motion with all in favour. This will be put forward to the next F&G committee meeting.

- 35.2 Cllr Glendinning proposed to adopt the Youth Café Health & Safety and Antibullying policies that had been reviewed by the Senior Youth Club leader. This was seconded by Cllr Graham with all in favour.
- 35.3 Cllrs considered the Christmas opening times and Cllr Green proposed that they were to be put on the web site. This was seconded by Cllr Graham with all in favour.
- 35.4 Cllr Glendinning raised the question in principle of reviewing the staffing structure. The decision was taken to formally review the staffing structure once the situation of the Clerks sickness absence is resolved.
- 35.5 The committee agreed a recommendation to full council to adopt the NJC pay increase (backdated to 01/04/2024). This will include all staff that have left during this period. This was proposed by Cllr Glendinning and seconded by Cllr Cook with all in favour.
- 35.6 It was noted that the closing date for applications for the Maintenance Supervisor and Relief Cleansing Operative is 11<sup>th</sup> November and interviews are planned to take place on 20<sup>th</sup> November 2024. A short-listing meeting has been called for 11<sup>th</sup> November to produce a list of a maximum of 3 candidates. All applications will be forwarded to the committee for viewing.
- 35.7 To note that all staff appraisals have now taken place and consider any requirements proceeding these (Confidential)
- 35.8 Other staff matters (Confidential)

### 36. Exclusion of the Press & Public.

Cllr Green 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 Graham with all in favour.

### 37. Close of meeting.

This meeting closed at 11.04hrs.