

KESSINGLAND PARISH COUNCIL



Minutes of the meeting for the
Personnel Committee
Held at 1pm on Monday 6th October 2025
in the Council Chamber, Marram Green

Members present: Cllrs C. Cook, N. Glendinning (Chair)
Other members present: Cllr S. James
Clerk to the Meeting: S. Hogg (Deputy clerk) & D. Blowers (Admin/Committee Clerk)

23. Chair's welcome

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

24. Apologies for absence

Apologies for absence were received from Cllrs Boyle and Green. Cllr Cook proposed acceptance for these which Cllr James seconded with all in favour. Cllr Graham did not attend.

25. 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.

26. Minutes of the previous meeting

Cllr James proposed the minutes of the Personnel Committee meeting 11th August 2025 be adopted as an accurate record of the meeting. This was seconded by Cllr Glendinning with all in favour.

27. Public participation

There were no members of the public present.

28. Staffing Matters

- 28.1. Cllrs noted a member of the Youth Café team has resigned and recruitment for a replacement has begun.
- 28.2. To receive a report regarding staff appraisals that have recently taken place (Confidential)
- 28.3. To consider paying staff for time taken to complete training (Confidential)
- 28.4. Other staff matters (Confidential)

29. **Date of next meeting**

Cllrs noted the next meeting of this committee will be scheduled when required.

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

Cllr James 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 Cook with all in favour.

Cllr James requested a record of thanks to Cllr Glendinning.

31. **Close of meeting**

This meeting closed at 13.45pm.