

# KESSINGLAND PARISH COUNCIL



## Minutes of the meeting for the **Personnel Committee** Held at 1.45pm on Monday 10<sup>th</sup> November 2025 in the Council Chamber, Marram Green

**Members present:** Cllrs C. Cook, N. Glendinning (Chair) & A. Green  
**Other members present:** Cllr S. James  
**Clerk to the Meeting:** S. Hogg (Deputy clerk)

### 32. Chair's welcome

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

### 33. Apologies for absence

Apologies for absence were received from Cllrs Boyle and Graham. Cllr Green proposed acceptance for these which Cllr James seconded with all in favour.

### 34. 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. Dispensations have been granted to the following:

Cllr Green in respect of his role as District Councillor & Church Warden  
Cllr Boyle in respect of the Mens Shed

### 35. Minutes of the previous meeting

Cllr James proposed the minutes of the Personnel Committee meeting 6<sup>th</sup> October 2025 be adopted as an accurate record of the meeting. This was seconded by Cllr Cook with all in favour.

### 36. Public participation

There were no members of the public present.

### 37. Staffing Matters

37.1. The committee discussed office Christmas opening hours and Cllr James proposed the following:

Week commencing 22<sup>nd</sup> December, office open as usual on 22<sup>nd</sup> and closed the rest of the week.

Week commencing 29<sup>th</sup> December, office open as usual on 29<sup>th</sup> and closed the rest of the week.

Usual office opening to return commencing 5<sup>th</sup> January 2026.

This was seconded by Cllr Cook with all in favour.

- 37.2. To note interviews have taken place and to consider the recommendations from the interviewing panel for recruiting an additional member of staff for the Youth Café Leader position. (Confidential)
- 37.3. Other staff matters (Confidential)

38. **Date of next meeting**

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

39. **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 Green with all in favour.

40. **Close of meeting**

This meeting closed at 2.30pm