

KESSINGLAND PARISH COUNCIL



Minutes of the meeting for the **Personnel Committee** Held at 3pm on Tuesday 7th April 2026 In the Council Chamber, Marram Green

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

59. Chair's welcome

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

60. Apologies for absence

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

61. 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.

62. Minutes of the previous meeting

Cllr James proposed the minutes of the Personnel Committee meeting held on the 11th March 2026 be adopted as an accurate record of the meeting. This was seconded by Cllr Glendinning with all in favour.

63. Public participation

There were no members of the public present.

64. Staffing Matters (This item is now Confidential)

- 64.1 To consider adopting an Annual Leave Policy.
- 64.2 To note that 2 members of the Youth Café have successfully completed their probationary period.
- 64.3 To consider awarding additional annual leave for members of staff who have completed 5 years of service.
- 64.4 To consider using the model employment contract template for further contracts.
- 64.5 To note that KPC has signed up to SALCs "Brightpay" programme which deals with employees annual leave.

- 64.6 To note the new Youth Café employee started on 25th March 2026.
- 64.7 To note a DBS check has been requested for two of the youth cafe volunteers and the new employee.
- 64.8 To receive an update regarding the Clerks Cilca qualification progress.
- 64.9 Other staffing matters.

65. **Date of next meeting**

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

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

Cllr Glendinning 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 James with all in favour.

67. **Close of meeting**

This meeting closed at 15.40pm

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