

KESSINGLAND PARISH COUNCIL



Councillors are summoned to attend a meeting of
Personnel Committee
at 5pm on Monday 26th October 2026
in the Council Chamber, Marram Green

AGENDA

13. **Chair's Welcome**
To welcome and explain the meeting protocol.
14. **Election of Vice-Chair**
To receive any nominations and elect a Vice-Chair.
15. **Apologies for Absence**
To receive and consider acceptance of any apologies for absence.
16. **Declarations of Interest**
To receive Declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the Agenda and to note that there are no written requests for dispensations for Disclosable Pecuniary Interests.
17. **Minutes of the previous meeting**
To consider approval of the minutes of the meeting held on the 6th July 2026.
18. **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.
19. **Staffing Matters**
 - 19.1 To note that the Acting Parish Clerk has successfully obtained the CiLCA qualification.
 - 19.2 To consider revised opening hours for the Youth Café and determine how best to accommodate and support different age groups attending the facility.
 - 19.3 To consider the outcomes of staff appraisals and determine whether any amendments should be made to current staffing arrangements and staff salaries.(Confidential)

- 19.4 To consider authorising the Clerk, in consultation with the Chair of the Personnel Committee, to approve additional maintenance hours for a member of staff as and when required, within the approved budget. (Confidential)
20. Other Matters
- 20.1 To consider Christmas office opening hours.
21. Date of next meeting
- The next meeting of this committee will be scheduled when required.
22. Exclusion of the Press & Public
- It is recommended that under Section 100A(4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act.*
- 19.5 To note that staff appraisals have taken place and consider whether any amendments should be made to current staffing arrangements and staff salaries.(Confidential)
- 19.6 To consider authorising the Clerk, in consultation with the Chair of the Personnel Committee, to approve additional maintenance hours for a member of staff as and when required, within the approved budget. (Confidential)
23. Close of meeting

Agenda issued: 21st October 2026

Acting Clerk: *Shelley Hogg*