

Minutes of the Meeting of the Personnel Committee of South Killingholme Parish Council held on Monday 7th July 2025, commencing at 6.30pm at the Community Centre, Moat Lane, Sth. Killingholme.

Present: Cllr Haigh,

Clerk: Hannah Hepworth

PC2506/1 Apologies

- i) Apologies - none

PC2506/2 Declaration of interest

- a.) Declarations of Interests, in respect to agenda items to be made and recorded in the minutes even if an interest has been declared on the register. COUNCILLORS MUST DECLARE ANY AMENDMENT TO PECUNIARY INTERESTS WITHIN 28 DAYS
None
- b.) For the Council to note any dispensations presented to the clerk prior to the meeting and their resolution
None

PC2506/3 Adoption of the minutes

It was noted that there are no previous minutes to adopt

PC2506/4 Election of Chair

Proposed: Cllr Haigh, Seconded: Cllr White

Resolved: Cllr Haigh is chair of the Personnel Committee - unanimous

PC2506/4 Staffing

- a) Two staff resignations were noted
- b) Cleaning Vacancy - The Clerk will be the Line Manager for the cleaner. Advert to be placed for a Cleaner 6 hours a week, minimum wage job, some flexibility required, 3 months probation period, permanent contract, willingness to undertake DBS
- c) Clear induction for the post of cleaner will take place and training provided.
- d) Committee members to on training – Councillors will email the Clerk with anything they want to attend
- e) Equipment requirements – The Clerk does not require anything at this stage.

A cleaning equipment audit will be carried out

- f) staffing issues – next steps were agreed and the Clerk will action these ASAP

PC2506/4 Agenda items for next meeting

Update on applications / shortlisting

PC2506/5 Date and time of next meeting

Monday 7th July 5.45pm

Meeting close: 6.15pm