

**The Personnel Committee members are summoned to attend the meeting of South Killingholme Parish Council Personnel Committee which will be held on Thursday 9<sup>th</sup> April 2026 commencing at **6pm in the Office** at the Community Centre, Moat Lane, Sth. Killingholme.**

Dated: 01/04/26 Clerk: Hannah Hepworth To: Cllr J Hesketh, Cllr White, Cllr Haigh

**AGENDA**

**PC2604/1 Apologies**

**PC2604/2 Declaration of interest**

**PC2604/3 Exclusion of Press and Public**

- a) To note this meeting is only for members of the Personnel Committee
- b) To vote to exclude any members of the public / press / councillors from the meeting other than those on the Personnel Committee

**PC2604/4 Minutes of last meeting**

- a) To approve the minutes of the last Personnel Meeting

**PC2604/5 Staffing**

- a) To discuss and agree actions relating to staff appraisals
  - i) Staff appraisal of Clerk
  - ii) Staff appraisal of Cleaner
- b) To discuss and agree any staff training
  - i) Staff training for Clerk
  - ii) Staff training for Cleaner
- c) To discuss and agree any training for members of the committee
- d) To discuss and agree any equipment requirements
- e) To discuss and agree a stock procurement system
- f) To receive an update on any staffing issues and to agree the next steps

**PC2604/6 Agenda items**

To agree any agenda items for the next meeting

**PC2604/7 Date and time of next meeting**