

Minutes of The Personnel Committee meeting of South Killingholme Parish Council held on Thursday 9th April 2026

In attendance: Cllr Haigh, Cllr J Hesketh, Cllr White

Clerk: Hannah Hepworth

PC2604/1 Apologies- there were no apologies

PC2604/2 Declaration of interest – none

PC2604/3 Exclusion of Press and Public – none

PC2604/4 Minutes of last meeting

Proposed: Cllr White, Seconded: Cllr Haigh

Resolved: The minutes of the last Personnel Meeting were approved as a true record – unanimous

PC2604/5 Staffing

- a) To discuss and agree actions relating to staff appraisals
 - i) Staff appraisal of Clerk – Clerk will provide the councillors with the ERNLLCA templates
 - ii) Staff appraisal of Cleaner – this will take place on 24 April at 11.30pm by Cllr White and Cllr Haigh
- b) To discuss and agree any staff training
 - i) Staff training for Clerk – to be confirmed after appraisal
 - ii) Staff training for Cleaner – to be confirmed after appraisal
- c) To discuss and agree any training for members of the committee – Cllrs to look at the ERNLLCA website training and see if they want the Clerk to book them on any of the training
- d) To discuss and agree any equipment requirements
The Clerk to order stationary required for new financial year
- e) To discuss and agree a stock procurement system
The Clerk is to create a list of consumables and a tick list with dates for an ordering system
- f) To receive an update on any staffing issues and to agree the next steps
The Personnel Meeting will meet after the appraisals to discuss any issues arising from

PC2604/6 Agenda items

To agree any agenda items for the next meeting - training requirements

PC2604/7 Date and time of next meeting – tbc

Meeting close 6.15pm