



Great Coates Village Council
Pond House
Clarkes Road
North Killingholme

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You are hereby summoned to attend the Personnel Committee meeting of Great Coates Village Council which will be held on Thursday 1st October 2026 commencing at 7.00pm at the Venue in the Village, Cooks Lane, Great Coates, Grimsby, DN37 9NW.

Hannah Hepworth
Clerk to the Council

26/09/2026

AGENDA

Agenda item	Detail
PC26010/1 Apologies	To receive apologies for absence
PC26010/2 Declarations of interest	a. To receive declarations of interest under the Localism Act 2011 - being any pecuniary or non- pecuniary interest in agenda items not previously recorded on Members Register of Interests.
	b. To approve any dispensations submitted to the Clerk or a Councillor in writing before the meeting
PC26010/3 Exclusion of public	To agree to exclude any people present who are not members of the Personnel Committee
PC26010/4 Approval of minutes	To approve the draft minutes of the last Personnel Committee Meeting held in September 2026
PC26010/5 Staffing	a. To approve the amendments of contracts of the Caretaker / Wardens
	b. To discuss and agree the final Job Descriptions for the Caretaker Role
	c. To discuss and agree the period of consultation
	d. To agree if the probation of the Clerk has been completed successfully and, if successful for the for the Chair of the Committee to sign the two copies of the probation completion letter, one for the Clerk and one for the Council
PC26010/6 AOB	To discuss any other issues relating to the Terms of Reference for the Personnel Committee
PC26010/7 Future meeting(s)	a. To note the date and time of the next Personnel Committee Meeting
	b. To discuss any future agenda items to include at the next meeting