



Great Coates Village Council
Pond House
Clarkes Road
North Killingholme

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www.greatcoatespc.com

You are hereby summoned to attend the Personnel Committee meeting of Great Coates Village Council which will be held on Thursday 30th July 2026 commencing at 7.00pm at the Venue in the Village, Cooks Lane, Great Coates, Grimsby, DN37 9NW.

Hannah Hepworth
Clerk to the Council

24/07/2026

AGENDA

Agenda item	Detail
PC2607/1 Apologies	To receive apologies for absence
PC2607/2 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
PC2607/3 Exclusion of public	To agree to exclude any people present who are not members of the Personnel Committee
PC2607/4 Approval of minutes	To approve the draft minutes of the last Personnel Committee Meeting held in May 2026
PC2607/5 Staffing	a. To discuss the contracts of the Caretaker / Wardens and agree any amendments if necessary
	b. To discuss and agree the Job Descriptions for the Caretaker Role
	c. To discuss and agree actions relating to a caretaker phone / contact system in case of issues for the hirer within the booking slot
	d. To discuss and agree actions relating to a caretaker phone / contact system for the public in case of issues within the booking slot
	e. To discuss the Appraisals for staff, the structure of these and time scales
PC2607/6 Roles and responsibilities of the Clerk	a. To discuss the Clerk's Probation Period and any areas for discussion and action points
	b. To agree how the Clerk is to be contacted in an emergency situation
PC2607/7 Hall Hire Terms and Conditions	To discuss the current Terms and Conditions for hall hire and to agree any revisions to put forward to the next full council meeting for approval
PC2607/8 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



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