



Great Coates Village Council
Pond House
Clarks Road
North Killingholme

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Minutes of the Great Coates Village Council held on Thursday 30th July 2026 at 7.00pm at the Venue in the Village, Cooks Lane, Great Coates, Grimsby, DN37 9NW.

Present: Cllr K Green, Cllr L Cutting, Cllr K Redgrift

The Clerk, H Hepworth, was in attendance

AGENDA

Agenda item	Detail	Actions
PC2607/1 Apologies	There were no 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 - none	
	b. To approve any dispensations submitted to the Clerk or a Councillor in writing before the meeting – none	
PC2607/3 Exclusion of public	To agree to exclude any people present who are not members of the Personnel Committee - no public present	
PC2607/4 Approval of minutes	To approve the draft minutes of the last Personnel Committee Meeting – deferred to next meeting	
PC2607/5 Staffing	a. Caretaker/ Warden contracts: Cllr Green will go through the contracts and ensure they are all the same. Any anomalies or recommendations will be brought to the next meeting Proposed: Cllr Green, seconded: Cllr Cutting Resolved: The overtime of three hours will be paid – Cllr Green and Cllr Cutting favour, Cllr Redgrift against	Cllr Green to evaluate contracts
	b. Caretaker/ Warden job descriptions: the Clerk will go through the Job Descriptions and ensure they are all the same. Any anomalies, additions or recommendations will be brought to the next meeting The Caretakers will fill in their own timesheets and submit these. Overtime will be paid in the following month's salary	Clerk to evaluate contracts Clerk to create timesheets
	c. A shared mobile phone will be purchased for the use of the caretakers. This will be left at the end of the rota week for the next Caretaker to collect.	To go to Full Council for approval
	d. The phone will be used for hirers to contact the Caretaker within the booking slot time if there are any issues.	
	e. Appraisals will be done annually after the caretakers are issued with new contracts	

PC2607/6 Roles and responsibilities of the Clerk	a. The Clerk's probation ends on 1 st October 2026. No issues were identified by the Councillors and the Clerk confirmed there were no issues from the employee perspective.	Personnel Committee Meeting to be scheduled for end of probation
	b. To agree how the Clerk will be contacted out of hours in an emergency – The Clerk is contracted 16 hours a week Monday to Friday with flexible working hours between 8am and 6pm, Parish Council meetings and occasional evenings and weekends agreed in advance. Therefore, the Clerk would not be contacted in an emergency and the emergency services or appropriate authority called.	
PC2607/7 Hall Hire and Terms and Conditions	Revisions and suggestions will be prepared by the Clerk and presented to the Full Council	Clerk to prepare
PC2607/8 Future meeting(s)	a. To note the date and time of the next Personnel Committee Meeting - 3 rd September 7pm, 1 st October 7pm	
	b. To discuss any future agenda items to include at the next meeting Next of Kin details Declarations of interest Training record	

Meeting close: 20:42