



Great Coates Village Council
Pond House
Clarkes Road
North Killingholme

clerk.greatcoates@gmail.com
www.greatcoatespc.com

Minutes of the Great Coates Village Council held on Thursday 3rd September 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
PC2609/1 Apologies	There were no apologies for absence	
PC2609/2 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	
PC2609/3 Exclusion of public	To agree to exclude any people present who are not members of the Personnel Committee - no public present	
PC2609/4 Approval of minutes	Proposed: Cllr Redgrift, seconded: Cllr Cutting Resolved: The minutes of the Personnel Committee Meeting held in May 2026 were approved as a true record – unanimous Proposed: Cllr Green, seconded: Cllr Cutting Resolved: The minutes of the Personnel Committee Meeting held in July 2026 were approved as a true record – unanimous	Clerk to circulate minutes with FC agenda and put on website
PC2609/5 Staffing	a. Caretaker/ Warden contracts: Cllr Green had gone through the contracts and made a list of inconsistencies and a suggested wording for all contracts. The Job Title will be Caretaker / Cleaner. The contract for existing employees will state “commenced” and future employees “commences”. Probation period for Caretaker / Cleaner will be 3 months. Pay will be minimum wage plus 18p per hour for 20 hours a month. If rotas and bookings mean a Caretaker / Cleaner works less than 20 hours then they will be given scheduled tasks. A caretaker is expected to be available for work for their rota week from 8.30am Saturday morning to 10pm Sunday night. The Caretaker / Warden will have an Annual Appraisal. Annual leave will be at 12.07% of hours worked. 20 hours a month x 12 months a year = 240 hours worked. 12.07% of 240 hours = 28.97 hours per year, rounded to 29 hours.	Clerk to put on agenda



	b. Caretaker/ Warden job descriptions: Cllr Cutting provided the Job Descriptions which were agreed. The Caretakers will fill in their own timesheets and submit these. The Clerk provided a template for this which was approved by the committee. Overtime will be paid in the following month's salary	Clerk to put on agenda
	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. This will need to be approved by full council	To go to Full Council for approval
	d. The daily / weekly schedules were agreed and checked against the revised job description	
	e. The Clerk will create a next of kin sheet for Staff and Councillors	Clerk to create sheet
PC2609/6 Future meeting(s)	a. To note the date and time of the next Personnel Committee Meeting - 1st October 7pm	
	b. To discuss any future agenda items to include at the next meeting Safeguarding posters Sanitary bins COSHH data sheets Vaping and smoking rules	

Meeting close: 20:14