



CAISTER-ON-SEA

CAISTER-ON-SEA PARISH COUNCIL
The Council Hall
1 Yarmouth Road
Caister-On-Sea
Norfolk
NR30 5DL

Office: 01493 738 474

Opening Hours: Monday – Thursday 9:30am – 12:30pm

**Minutes of the Personnel Committee Meeting held on Monday 3 March 2025 at 6.30pm
at The Council Hall, 1 Yarmouth Road, Caister-On-Sea, Norfolk, NR30 5DL**

In attendance:

Parish Councillors – Paul Hammond (Chair), Alison Scotter and Kevin Wood.

Guests – None

Parishioners – None

Parish Clerk – Karina Green

These minutes are 'draft' until approved at the next meeting of the Personnel Committee.

The Chair opened the meeting, welcoming Councillors.

04. Apologies

Apologies received from Cllr Peter Sleet.

05. Declarations of Interest for items on the agenda and dispensations for Councillors with a pecuniary interest

No declarations of interest regarding agenda items or requests for dispensation received.

06. Minutes of the Personnel Committee meeting held on 13 August 2024

The minutes were **agreed** as a true record of proceedings.

07. Training Update

a. Staff Training

- i. Caretaker has completed and passed: (certificates held)
 - Health and Safety

3 March 2025

- Care Of Substances Hazardous to Health
- Manual Handling
- ii. Clerk
 - Introduction to Scribe
 - Introduction to Parish Towns and Councils
 - Veteran vs Newbie Webinar
 - Preparing the Budget
 - Agendas, Minutes & Managing Meetings
 - Committees, Sub Committees and Working Groups
 - The Procurement Act 2023 – What Councils Need to Know
 - Allotment Management
 - How to Keep Your Internal Auditor Happy
 - All About Risk
 - VAT: The Basics and Making VAT Digital
 - 4.3.25 – Clerk Networking Event
 - 10.3.25 Powers and Duties Course
- iii. Responsible Finance Officer
 - Introduction to Scribe
 - Introduction to parish Towns and Councils
 - Scribe - Data Entry & Bank Reconciliations
 - Scribe- Reports
 - Scribe - Budgeting & Forecasting
 - Scribe – VAT
 - Scribe – Reserves
 - Cemetery Matters: Looking to the Future
 - Scribe – Getting Ready for Year End
 - The Procurement Act 2023 – What Councils Need to Know
 - Scribe – Starting the New Financial Year
 - Cemetery Legal Compliance
 - Mastering Year End
 - How to Keep Your Internal Auditor Happy
 - FILCA - ongoing

08. Terms of Reference

The Committee **agreed** the proposed Terms of Reference with the amendment of the second bullet point to be updated from October/November to December. **Clerk to progress to Full Council for adoption.**

That, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information falling within paragraphs 1 and 2 and indicated in Part 1 of Schedule 12a of the Local Government Act 1972, as amended.

09. National Living Wage and Responsible Finance Officer & Clerk Salaries

Committee **noted** the increase in National Living Wage from £11.44 per hour to £12.21 per hour with effect from 1 April 2025. **Clerk to action contract amendments as required.**

The Committe **resolved** to increase the salaries from April 2025 as per the contractual terms for the Responsible Finance Officer and Clerk. The Chair **proposed** that the increase be more in line with that of other employees by implementing a two scale point increase for the year ending 31 March 2026. **Agreed. Clerk to pass to Full Council for approval.**

10. To agree dates of next meetings:

The next Personnel Committee Meeting will be scheduled following the Annual Meeting of the Parish Council where Committees will be set.

11. The meeting closed at 18:48

Chair of Committee Cllr Paul Hammond

Date: