



CAISTER-ON-SEA

CAISTER-ON-SEA PARISH COUNCIL  
The Council Hall, 1 Yarmouth Road, Caister-On-Sea,  
Great Yarmouth, Norfolk, NR30 5DL  
Office opening times:  
Monday-Thursday 9.30-12.30  
Clerk: 07873 756 239 RFO/Burials Clerk: 07751 444 904 Office: 01493 738 474

## PERSONNEL COMMITTEE MEETING - 3 NOVEMBER 2025

I give notice of a Parish Council Personnel Committee meeting and invite parishioners to attend. The meeting will be held at The Council Hall, 1 Yarmouth Road, Caister, Norfolk, NR30 5DL on Monday 3 November 2025 at 6.30pm.

**Members of the public are welcome to attend.**

*K L Green*

**Karina Green**  
Parish Clerk  
28 October 2025

## AGENDA

1. **To elect a Chair**
2. **To appoint a Vice Chair**
3. **To consider apologies for absence**
4. **Declarations of interest not previously disclosed**
5. **To approve the minutes of the previous meeting held on 3.3.25**
6. **Public participation**
  - a. The public will have the opportunity to address the Council for 15 minutes. In accordance with Standing Order 3(f), a member of the public shall not speak for more than five minutes.
7. **To review the Committee's terms of reference**
8. **To note policy review responsibilities**
  - a. Home Working (review due March 2028)
  - b. Lone Working (review due March 2028)
  - c. Training and Development (review due March 2028)
  - d. Dignity at Work (review due March 2028)
9. **Training Update**
10. **To review proposed amendments to role outlines following staff appraisals**

That in accordance to s1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.
11. **To review staff appraisals including proposed increases to wages/salaries**
12. **To note dates of upcoming Council meetings**
  - a. Full Council – 3 November 2025, 7pm
  - b. Finance Committee – 17 November 2025, 7pm
  - c. Full Council – 1 December 2025, 7pm
13. **Closure of meeting**