



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

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

In attendance:

Parish Councillors – Lorna Cutler, Kevin Wood (Chair), Peter Sleet and Jerry Fearnley.

Guests – None

Parishioners – None

Parish Clerk – Karina Green

Parish Councillors not in attendance: None

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

The Chair, Cllr Wood, opened the meeting, welcoming Councillors.

1. To elect a Chair

Cllr Lorna Cutler was proposed by Cllr Peter Sleet, seconded by Cllr Kevin Wood and unanimously voted as Chair of the Personnel Committee 2025/26. Cllr Cutler chaired the remainder of the meeting.

2. To appoint a vice chair

Cllr Jerry Fearnley was proposed by Cllr Lorna Cutler, seconded by Cllr Peter Sleet and unanimously voted as Vice Chair of the Personnel Committee 2025/26.

3. To consider apologies for absence

Apologies received from **Cllr Alan Walker** (another commitment).

4. Declarations of interest not previously disclosed

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

5. To approve the minutes of the previous meeting held on 3.3.25

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

6. Public participation

There were no members of the public present.

7. To review the committee's terms of reference

The committee **reviewed** and **noted** the terms of reference with no suggestions for amendments.

8. To note policy review responsibilities

The committee **noted** the policies for which they manage and agreed, having been reviewed in March 2025 and a review due in March 2028, no further action is required at this stage. The policies for which the committee have oversight are:

- a. Home Working
- b. Lone Working
- c. Training and Development
- d. Dignity at Work

9. Training Update

The committee **reviewed** and **noted** the training records for the Clerk, Responsible Finance Officer (RFO) & Burials Clerk, Caretaker and Cemetery Groundskeeper.

10. To review proposed amendments to role outlines following staff appraisals

The committee **reviewed** the recommendations for updates to the role outlines and **recommends** Council approve the following amendments:

- a. Parish Clerk
 - i. Add - 'To submit the precept requirements to the billing authority on time'
 - ii. At point 11 to add 'including maintaining the Council's asset register'
 - iii. Add - 'Managing the hire schedule for the Council Hall including keyholder responsibilities'
 - iv. To replace 'Managing and updating the Council website, with the exception of financial elements which will be maintained by the Responsible Finance Officer. Managing the Council Facebook page and village notice boards alongside the Chairperson' with 'Managing and updating the Council website. Managing the village noticeboards and supporting the Chair with management of the Council's Facebook page'
- b. RFO & Burials Clerk
 - a. At point 3 to add - 'in conjunction with the Clerk'
 - b. At point 8 to remove - 'Submit the precept requirements to the billing authority on time' and replace with 'To lead on the budget setting process alongside the Clerk and Finance Committee, establishing the required precept for the upcoming year.'
 - c. To remove, 'Maintain the Council's asset register'

- d. To add, 'Ensuring the Cemetery is fully compliant with all legal requirements including annual monument inspections.
- e. To add, 'Timely reporting of cemetery/burial information to the Parish Council, Borough Council and County Council as required'
- c. Caretaker – no proposed changes
- d. Cemetery Groundskeeper
 - a. To add cleaning of bins to point 1.
 - b. To remove, 'Maintenance of plants as required'
 - c. To add, 'Removal of wreaths etc as per Council's burial regulations'

The agenda states that members of the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted, in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960. There were no members of the public or press in attendance.

11. To review staff appraisals including proposed increases to wages/salaries

The committee **reviewed** the staff appraisals and recorded their appreciation for the work of all Council staff.

Council **noted** the estimated increase to NLW at £12.71 per hour (from £12.21 per hour).

Council reviewed the contractual terms relating to salary increases linked to performance and **recommend** progression as per these terms.

12. Upcoming meeting dates noted as follows:

- a. Finance Committee – 17 November 2025, 7pm
- b. Full Council – 1 December 2025, 6.30pm
- c. Full Council – 5 January 2026, 7pm
- d. Finance Committee – 19 January 2026, 7pm
- e. Full Council – 2 February 2026, 7pm
- f. Full Council – 2 March 2026, 7pm
- g. Finance Committee – 16 March 2026, 7pm
- h. Full Council – 30 March 2026, 7pm

13. Closure of meeting 18:52