

Cottingham Parish Council



PERSONNEL COMMITTEE MEETING
HELD AT COTTINGHAM PARISH COUNCIL OFFICES, 9 THE COTTAGES,
MARKET GREEN, COTTINGHAM
AT 6.30pm TUESDAY 8th JULY 2025

MINUTES

Present: Councillors: Kemp, Ward, Jump, Stather, Porteus & Larkin
Clerks: Pape & Price
There were no members of the public present.

339 ELECTION OF CHAIR FOR THE 2025-26 MUNICIPAL YEAR

It was proposed by Cllr Jump, seconded by Cllr Ward, and agreed unanimously that Cllr Kemp be elected as Chair

Resolved: that Cllr Kemp be elected Chair for the 2025-26 Municipal Year

340 DECLARATIONS OF INTEREST

There were no declarations of interest.

341 TO RECEIVE APOLOGIES

There were no apologies

342 APPOINTMENT OF DEPUTY CHAIR FOR THE 2025-26 MUNICIPAL YEAR

It was proposed by Cllr Larkin, seconded by Cllr Porteus, and agreed unanimously that Cllr Ward be elected as Deputy Chair

Resolved: that Cllr Ward be elected Deputy Chair for the 2025-26 Municipal Year

343 TO CONSIDER A REFERRAL FROM THE FINANCE COMMITTEE REGARDING PENSION CONTRIBUTIONS FOR STAFF DURING THEIR PROBATIONARY PERIOD

343.1 The Clerk reported that currently staff received 5% salary contribution in their first 6 months of employment, rising to 15% once passing their 6 month probationary period. A Cllr proposed that 15% salary contribution be paid from the first day of employment, another Cllr proposed the Clerks contact other Town & Parish Councils to ascertain their pension arrangements

Resolved: that the Clerks contact other Town & Parish Councils to ascertain their pension arrangements

344 TO REVIEW RISKS RELATING TO PERSONNEL COMMITTEE RESPONSIBILITIES

344.1 Cllrs considered risks relating to personnel issues and agreed they were accurately scored. The Committee proposed that all Cllrs be invited to complete a skills audit to identify training needs

Resolved:

- i. **that risk scores relating to personnel issues**
- ii. **that all Cllrs be invited to complete a skills audit to identify training needs**

345 TO AGREE DATES FOR THE CHRISTMAS SHUTDOWN

345.1 The Clerk reported that in previous years, as detailed in the staff contracts, that staff were expected to attend both Cottingham Day and the Cottingham Christmas Festival with the staff being compensated for this work with extra time off over the Christmas and New Year period when the office is closed. It was agreed the office be closed from Tuesday 23rd December 2025 until Thursday 1st January 2026, reopening on 2 January 2026; staff would also be given the option to take Monday 22nd December as annual leave

Resolved: that the office be closed from Tuesday 23rd December 2025 until Thursday 1st January 2026, reopening on 2 January 2026; staff would also be given the option to take Monday 22nd December as annual leave

346 TO CONSIDER THE COUNCIL'S STRATEGIC PLAN IN RELATION TO THE PERSONNEL COMMITTEE

346.1 Cllrs overviewed the strategic plan and noted that many actions required a significant amount of staff resources. It was agreed that a meeting of the Clerks with the Chair of the Parish Council and Chair of the Personnel Committee be convened to discuss staff resources further

Resolved: that a meeting of the Clerks with the Chair of the Parish Council and Chair of the Personnel Committee be convened to discuss staff resources further

343 MEMBERS' POINTS OF INFORMATION AND AGENDA ITEMS FOR THE NEXT MEETING (DISCUSSION ITEMS ONLY) AND TO SET DATE FOR NEXT MEETING

**Items for next agenda:
To discuss staff pension contributions**

Date of Next Personnel Meeting: to be confirmed

There was no other business and the meeting closed at 6:58pm

Signed:
(Chairman of the Parish Council)