

GOXHILL PARISH COUNCIL

PERSONNEL COMMITTEE

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Dear Councillor,

18 July 2024

You are summonsed to attend the **Personnel Committee Meeting of Goxhill Parish Council** to be held on **Wednesday 24th July 2024, commencing 18:00 at Goxhill Parish Rooms (Library Building)**

The business of the meeting is detailed below, please contact the Proper Officer prior to the meeting to offer your apologies if you are unable to attend.

The meeting is open to members of the public for public participation and there will be an opportunity for members of the public to address the council prior to the council meeting commencing.

This Council supports the right of anyone to record this meeting in so far as is possible within the constraints of the Council's meeting rooms but advises that no one may disrupt the meeting in doing so. Anyone wishing to record the Council meeting should obtain the necessary legal advice to ensure they understand the rights of any member of the public who may be present who do not wish to be filmed or recorded.

Public Participation

The time will be restricted to 5 minutes maximum unless the Council decides otherwise. Items relating to matters on the agenda will be taken first and members of the public should note that decisions not on the agenda is unable to be resolved by the council.

Yours Faithfully

Hannah Hepworth

AGENDA

- 2407/1 **Apologies**
Apologies for absence, if any
- 2407/2 **Declarations of interests / dispensations**
- a. Declarations of Interests, in respect to agenda items to be made and recorded in the minutes even if an interest has been declared on the register.
COUNCILLORS MUST DECLARE ANY AMENDMENT TO PECUNIARY INTERESTS WITHIN 28 DAYS
 - b. For the Council to note any dispensations presented to the clerk prior to the meeting and their resolution.
- 2407/3 **Minute Approval**
To approve the minutes from the last Personnel Committee meeting
- 2407/4 **Exclusion of the Public & Press**
To resolve the exclusion of the public and press, under powers granted by the Local Government (Public Bodies Admission to Meetings) Act, section 1(2), owing due to the confidential nature of the business be discussed
- 2407/5 **Clerk email account**
To consider using a second GPC email account so that this can be used as a means for verification of passwords

- 2407/6 **GPC bank accounts**
i) To discuss actions required to sort the bank accounts so that they have the correct details, account holders, mandate, debit card
ii) To exhaust all avenues for a MGT account
- 2407/7 **HMRC and Government Gateway**
i) To agree the actions which need to be taken to deal with the current tax issue for current and previous staff
ii) To agree actions for updating the government gateway login which can not be accessed
- 2407/8 **GPC utility accounts**
i) To agree actions for changing all accounts (phone, EON, Xero, smiths) so that they have the back up email as a recovery means rather than a personal mobile
ii) To agree, if i) is to happen, the actions for updating Xero so the information is all pulling through and cancelling any utilities that are then no longer required
- 2407/9 **GPC Cemetery records**
i) To discuss actions required to organise the cemetery records and ensure that all records are complete and there are no discrepancies all match up with the burial book – 10 hours
ii) To discuss actions required to confirm that the records of the reserved plots correspond to the plan, invoices and deeds - 4 hours
iii) To consider and discuss actions required to develop the deed of burial forms on watermarked paper and printed envelopes
- 2407/9 **GPC Filing systems**
i) To discuss actions required to create a logical and accessible filing system for GPC paperwork
ii) To discuss actions required to remove historical folders into the archive
iii) To discuss actions required to create a logical and accessible filing system for GPC electronic files
- 2407/10 **Staff guide**
i) To discuss and agree the production of a handbook if a locum Clerk was required for any reason
- 2407/11 **Allotments**
i) To discuss and agree the way forward to improve communication for the allotments
ii) To discuss and agree the necessary steps for the smooth running of the allotments
- 2407/12 **Agenda for next and future meetings**
To take note of any items for the next or future agenda.
- 2407/13 **Date of next meeting**
To confirm the date, time and location of the next meeting(s) as (subject to any change in circumstances)

TBC