

**GOXHILL PARISH COUNCIL**  
**MINUTES of the PERSONNEL MEETING HELD at GOXHILL PARISH ROOMS on**  
**Monday 8<sup>th</sup> April at 20.00**

Councillors: M Jones, T Snell, B Clayton, V Gorbutt  
Also present: H Hepworth (Proper Officer / RFO)  
Members of public: 0

**MINUTES**

- 2404/1 **Apologies**  
Apologies for absence were received and accepted from Sam England
- 2404/2 **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  
None  
b. For the Council to note any dispensations presented to the clerk prior to the meeting and their resolution.  
None
- 2404/3 **Minute Approval**  
**Proposed: Cllr Gorbutt, Seconded: Cllr Clayton**  
**Resolved:** The minutes of 9<sup>th</sup> November 2023 were approved - unanimous
- 2404/4 **Exclusion of the Public & Press**  
No public or press were present
- 2404/5 **Clerk appraisal**  
The Clerk's appraisal was received, and it was noted the probation has been completed. The Chair of the Personnel Committee will write a letter to the Clerk to confirm this.
- 2404/6 **To discuss communication between councillors**  
Comments to draft minutes need to be sent before meeting writing – everyone should be copied in to the response if this is for Full Council Meetings. Committee Members should be copied in if the minutes relate to the committee.  
Comments on draft agendas need to be sent in writing and any errors need to be shared prior to the meeting.
- 2404/7 **To discuss communication between councillors and the community**  
The Clerk's appraisal targets will include communication, namely:  
1 Develop the website as a useful means of communication  
Success criteria:
  - Contact us tab is created
  - Content is up-to-date
  - Content is relevant
  - Draft minutes are on the website once agreed in draft, before the next meeting
  - Agreed minutes replace the draft after the meeting they are agreed
  - Contact details for Councillors and Clerk are correct
  - Explore the idea of a contact us QR code

- Agendas are on the website within agreed timescales
  - Website meets requirements for the Parish Council
2. Develop the Parish Council Facebook page as a means of communication  
Success criteria:
- Content is up-to-date
  - Content is relevant
  - Agendas go on the Facebook page and are shared to The Grapevine
  - Agreed minutes are put on
  - Contact details for Clerk are on the Facebook Page
  - Explore the idea of a contact us QR code
  - Publicise GPC events / meetings on Facebook
  - Remove comment facility on posts
3. Develop the Parish Council NoticeBoards as a means of communication  
Success criteria:
- Content is up-to-date
  - Content is relevant
  - Out of date information is removed
  - Agendas are on website with three clear days of the meeting
  - Draft minutes are on the noticeboard
  - Cllr contact details are on the noticeboard
  - New titles are on the noticeboards
  - Information is displayed neatly and logically
  - Committee meetings to be displayed inside Parish Rooms with a notice on the noticeboards clearly signposted to parishioners
4. To complete necessary training for fulfilling job description  
Success criteria:
- CILCA portfolio to be submitted by end of March 2025
  - Attend allotment training
  - Attend Cemetery / Burial training
  - Attend Clerk's Chat by ERNLLCA
  - Attend ERNLLCA training as applicable

2404/8

**Clerk's annual leave**

Clerk's annual leave request was approved as follows:

Tues 9th April - 3 hours leave

Wed 10th April – 3 hours leave

Thursday 11th April - 3 hours leave

Friday 12th April – 3 hours leave

Tuesday 28th May – 3 hours leave

Wed 29th May – 3 hours leave

Thursday 30th May – 3 hours leave

Friday 31st May – 3 hours leave

NB agendas to be sent out in remaining 3 hours that week

Tues 23rd July 3 hours leave

Wed 24th July 3 hours leave

Thurs 25th July work from home

Fridy 26th July work from home

Friday 2nd August – work 6 hours from Parish Rooms to get minutes completed etc  
(an additional three hours from Tues 6th) before holiday next week

Tues 6th August 3 hours worked Friday 2nd August

Wed 7th August 3 hours leave

Thurs 8th August 3 hours leave

Friday 9th August 3 hours leave

Tues 20th August 3 hours leave

Wed 21st August 3 hours leave

Thurs 22nd August 3 hours leave

Friday 23rd August 3 hours leave

Tues 27th August WFH

Wed 28th August 3 hours leave

Thurs 29th August 3 hours leave

Friday 30th August WFH

Tuesday 3rd Sept – 3 hours leave

Friday 27th Dec – 3 hours leave

Thursday 2nd January 25 - 3 hours leave

Friday 3rd January 25 – 3 hours leave

Council meeting to be held second Thursday, 9th Jan 25 not on 2nd January

Tuesday 18th Feb 25 - 3 hours

Wed 19th Feb 25 - 3 hours

Total 81 hours (8 remaining: 3 plus 5 carried over from last year)

2404/9 **Agenda for next and future meetings**

No items were noted

2404/10 **Date of next meeting**

TBC

**MEETING CLOSE: 21:04**