

GOXHILL PARISH COUNCIL
MINUTES of the PERSONNEL COMMITTEE MEETING HELD at GOXHILL
PARISH ROOMS On Wednesday 24th July 2024 at 18:00

Councillors: M Jones (Chairman), T Snell, S England
Members of public: 0
Clerk: Hannah Hepworth

Public Participation – none

MINUTES

- 2407/1 **Apologies**
None
- 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
None
b. For the Council to note any dispensations presented to the clerk prior to the meeting and their resolution.
None
- 2407/3 **Minute Approval**
Proposed: Cllr Jones, Seconded: Cllr England
Resolved: The minutes from the last Personnel Committee meeting on 28th May 2024 were approved - unanimous
- 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
No press or public
- 2407/5 **Clerk email account**
Proposed: Cllr England, Seconded: Cllr T Snell
Resolved: A second GPC email account to be set up so that this can be used as a means for verification of passwords – unanimous
- 2407/6 **GPC bank accounts**
Proposed: Cllr Jones, Seconded: Cllr England
Resolved: The Clerk to have overtime to sort with Councillor Gorbutt the bank accounts so that they have the correct details, account holders, mandate, debit card and exhaust all avenues for a MGT account - unanimous
- 2407/7 **HMRC and Government Gateway**
Proposed: Cllr T Snell, Seconded: Cllr Jones
Resolved: The Clerk to have overtime to deal with the current tax issue for current and previous staff and to open a new government gateway account with login which can not be accessed through the second email – unanimous
- 2407/8 **GPC utility accounts**
Proposed: Cllr Jones, Seconded: Cllr T Snell
Resolved: The Clerk to have overtime to change all accounts (phone, EON, Xero, smiths) so that they have the back up email as a recovery means rather than a personal mobile and update Xero accordingly - unanimous

- 2407/9 **GPC Cemetery records**
Proposed: Cllr Jones, Seconded: Cllr England
Resolved: The Clerk to have a maximum of 10 hours overtime to organise the cemetery records and ensure that all records are complete and there are no discrepancies and that these all match up with the burial book, and 4 hours to confirm that the records of the reserved plots correspond to the plan, invoices and deeds. The Clerk also will develop the deed of burial forms on watermarked paper and printed envelopes – unanimous
- 2407/9 **GPC Filing systems**
Proposed: Cllr T Snell, Seconded: Cllr Jones
Resolved: The Clerk to have the requested overtime to create a logical and accessible filing system for GPC paperwork, remove historical folders into the archive and create a logical and accessible filing system for GPC electronic files – unanimous
- 2407/10 **Staff guide**
Proposed: Cllr England, Seconded: Cllr Jones
Resolved: The Clerk to produce a handbook if a locum Clerk was required for any reason with all passwords / information for someone else to be able to do the role - unanimous
- 2407/11 **Allotments**
Proposed: Cllr England, Seconded: Cllr T Snell
Resolved: The Clerk to form a Working Party for the allotments to improve communication and to allow for the smooth running of the allotments – unanimous
- 2407/12 **Agenda for next and future meetings**
Review the actions taken from the maximum of 41 hours overtime granted to complete the above tasks
- 2407/13 **Date of next meeting**
TBC

Meeting closed at 18:28