

# GOXHILL PARISH COUNCIL PERSONNEL COMMITTEE

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Dear Councillor,

20th December 2024

You are summonsed to attend the **Personnel Committee Meeting** of **Goxhill Parish Council** to be held on **Tuesday 7<sup>th</sup> January 2025**, commencing **19:00** 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.

Yours faithfully  
Hannah Hepworth

## AGENDA

- 2501/1     **Apologies**  
Apologies for absence, if any
- 2501/2     **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.
- 2501/3     **Minute Approval**  
To approve the minutes from the last Personnel Committee meeting
- 2501/4     **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
- 2501/5     **Restrictions**  
Only members of the Personnel Committee may attend meetings unless specifically summoned
- 2501/6     **Pay**  
a)   To note the scale point recommended by the Committee and the reasoning behind this  
b)   To agree the date this pay is to commence and back pay to be authorised (if any)
- 2501/7     **Overtime and mileage claim**  
a)   To discuss and agree the payment of the Clerk's overtime  
b)   To discuss and agree the payments of the Clerk's mileage claim  
c)   To discuss and agree what mileage can be claimed going forward  
d)   To discuss and agree the 20% weekly time agreed as allocated for CILCA in February 2024 for the duration of the course and the fact that this has not materialised and the actions required as a result of this  
e)   To discuss the Clerk's request for 3 hours of Annual Leave on 24<sup>th</sup> December 2024
- 2501/8     **Review of previous actions**  
i)    To receive an update on the recording of meetings  
ii)   To receive an update of the signing in / out book  
iii)  To receive an update on the answer machine / diversion of calls  
iv)   To discuss the requirement for Lengthsman and Cleaner appraisals

- v) To receive clarity on the role of the Chair of the Personnel Committee and the expectation of committees
- vi) To receive an update on forms and templates
- vii) To receive an update on the support received from Cllr Kirwan and Cllr Favell
- viii) To receive and update from Clerk's restrictions to public / councillors and the amount of time this has created
- ix) To discuss increased frequency of Clerk's appraisals
- x) To receive an update on the impact of the new routine of reduced access to the clerk

2501/09 **Agenda for next and future meetings**

To take note of any items for the next or future agenda.

2501/10 **Date of next meeting**

To confirm the date, time and location of the next meeting(s) as (subject to any change in circumstances)