



Hannah Hepworth

Proper Officer / RFO Goxhill Parish Council Report December 2024

Full Parish Council Meeting:

- The following updates have been made to the website
Website updates - Dec-2024
Meetings page: Agenda Dec.
Parish Rooms Committee page: Agenda Mar; Agenda Jul; Agenda Nov; Minutes Mar; Minutes Jul.
PROW Committee page: Add Heather Jaques.
Personnel Committee page: Remove Sam England; add Katrina Favell; Agenda Dec x2; Agenda Jan.
Cemetery Committee page: Add Heather Jaques; Agenda Jan.
Financial Reports page: Finance Report Sep; Finance Report Oct;
Millennium Green Trust page: Add Heather Jaques and Barrie Clayton.
Your Councillors page: Sam England replaces Chairman.
Budgets page: Current Earmarked Reserves;
Assets page: Asset Register 2024;
- The LA has been asked for an update on South End for the next meeting

Finance:

- The financial report has been produced
- £460 received in cash has been banked intact on the day received
- The cost of Xero is £70.80 per month
- Xero is up to date and all bank transactions are recorded in Xero and reconciled, linked directly to the bank account. These now need to be checked to ensure they have been allocated to the right code. A date needs to be set to work with Cllr Favell and consultation with her accountant to see how we present the reports to the council in a user friendly way.

Playing Field:

- Quotes have been received for the removal of tree / cutting back of hedges but this has been put on hold for two weeks as requested by the committee
- Agenda and minutes have been produced for the Committee Meetings, displayed on noticeboards, website and circulated

- The Committee Meetings have taken place

Cemetery:

- A deed that was not correctly completed in 2016 has been reissued due to issues this has caused with the Deed Owner's solicitor / will but has created further issues as it states Plot 24 in the second circle. The Cemetery Committee have no knowledge of plot numbers for the second circle
- Three Cremated Remains Plots have been interred, with Cllr Clayton and the Burial Officer in attendance
- Agenda has been produced for the Committee Meeting, displayed on noticeboards, website and circulated
- The Unstable Stones have had on-going correspondence which has been responded to
- The full burial on 20th December provided challenges with the water table. The Chair of the Cemetery Committee and Burial Officer agree that GPC can not currently provide a dignified burial. This will be put to the Cemetery Committee and Full Council in January.
- A complaint has been received on 24th December regarding reserved plots. It is fair to say the previous reporting of reserved spaces does not provide detailed information of any discussions had at the time or locations which can be evidenced.
- Interment of ashes in the second circle, opening and existing double plot, has been booked for 21 January 12 noon.
- The cemetery drain has been pumped by the committee members and the Burial Officer was in attendance

Parish Rooms

- We are now awaiting the Scope of Works for the insurance claim which will be chased in early January

Millennium Green Trust

- £460 was received in cash for the sale of logs and receipts / invoices provided. This money was banked the same day, intact, outside of Council working hours with no mileage claimed from Goxhill Parish Council. The Millennium Green Trust will now need to appoint their own Trustee or if I am to do this work then the MGT will need to pay this time separately as it is not part of my GPC hours and GPC can not pay for this due to the MGT having their own bank account. They will also need to consider how any expenses will be paid.

Personnel Committee

- Agenda and minutes have been produced for the Committee Meeting, displayed on noticeboards, website and circulated
- A large screen has been ordered

Other

- Roger Bucknall has completed the information board and it is ready for collection
- I have attended ERNLLCA Clerk's training
- Democratic Services have been informed of Cllr Lawtey's resignation
- I have been on Annual Leave from 21 December – 6 January with the overtime I had done used as time in lieu. This will therefore not be on the Schedule of Payments for January
- I have completed the following training:
 - 1 Dec ACAS Managing Absence
 - 20 December Criminal Exploitation cMARS NLC
 - 27 December Safeguarding Children Awareness cMARS NLC
 - 27 December FGM cMARS NLC
 - 28 December ACAS Bullying and Harassment
 - 28 December ACAS Equality, Diversity and Inclusion
 - 28 December ACAS Performance Management
 - 28 December HM Government Prevent Awareness
 - 28 December ACAS Managing Capability
 - 29 December ACAS Change Management
 - 30 December ACAS Code of Practice
 - 30 December TES Preventing Bullying in the workplace
 - 30 December TES Governance of Safeguarding
 - 30 December TES Leading Staff Well Being and promoting Positive Mental Health
 - 30 December TES Safer Recruitment
 - 30 December TES Child Protection Refresher
 - 30 December TES Managing Difficult Conversations
 - 31 December ACAS Disability, Discrimination and Reasonable Adjustments
 - 31 December ACAS Flexible Working
 - 31 December ACAS Contracts of Employment / Written Statements

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31/12/2024