

# GOXHILL PARISH COUNCIL PERSONNEL COMMITTEE

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Dear Councillor,

29th January 2025

*This meeting will be recorded for Minute Taking purposes.*

You are summonsed to attend the **Personnel Committee Meeting** of Goxhill Parish Council to be held on **Tuesday 4<sup>th</sup> February 2025, commencing 19:30 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

- 2502/1 **Apologies**  
Apologies for absence, if any
- 2502/2 **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  
c.
- 2502/3 **Minute Approval**  
To approve the minutes from the last Personnel Committee meeting on 23<sup>rd</sup> January 2025
- 2502/4 **Restrictions**  
a) To note that only members of the Personnel Committee may attend meetings unless specifically summoned  
b) To consider exemption of press and public for remainder of meeting under Public Bodies Admissions to Meetings Act 1960 (Section 1 (2)) on the grounds that discussion of the following business is likely to disclose confidential information  
c)
- 2502/5 **Pay Scale**  
a) To agree the document to be shared with the Full Council on the agreed Pay Scale from the previous meeting
- 2502/6 **Annual Leave**  
b) To agree the Clerk's Annual Leave that has been taken to date  
c) To agree the Clerk's Annual Leave request for 2025-2006
- 2502/7 **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 for the Appraisal Policy and agree the policy to send out to the Full Council for approval that was received from ERNLLCA  
vii) To receive an update on the support received from Cllr Kirwan and Cllr Favell  
viii) To receive an update from Clerk's restrictions to public / councillors and the amount of time this has created
- 2502/8 **Agenda for next and future meetings**  
To take note of any items for the next or future agenda.
- 2502/9 **Date of next meeting**  
To confirm the date, time and location of the next meeting(s) as (subject to any change in circumstances)