

**GOXHILL PARISH COUNCIL**  
**MINUTES of the PERSONNEL COMMITTEE MEETING HELD at GOXHILL PARISH ROOMS on**  
**Tuesday 4<sup>th</sup> February 2025 at 19.30**

Councillors: Cllr Jones (Chair), Cllr Clayton, Cllr Favell, Cllr T Snell, Cllr Gorbutt  
Clerk: Hannah Hepworth

*The public and press are excluded from this meeting due to the items on the agenda being either confidential or exempt as defined in Schedule 12 of the Local Gov Act 1972*

**MINUTES**

**The clerk reminded those in attendance that the meeting is being recorded for minute taking purposes**

- 2502/1      **Apologies**  
All Councillors were present
- 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  
      None  
b.    For the Council to note any dispensations presented to the clerk prior to the meeting and their resolution  
      None
- 2502/3      **Minute Approval**  
**Proposed: Cllr Clayton; Seconded: Cllr Favell**  
**Resolved:** The minutes from the last Personnel Committee meeting on 23<sup>rd</sup> January 2025 were agreed as a true record however Cllr Favell felt that the pay scale documentation was misleading as the Job Description was not presented – unanimous  
A request for a vote in confidence was proposed by Cllr Favell. The Clerk stated that this would need to be seconded to have a vote and was seconded by Cllr T Snell with the show of hands (2 with confidence, 3 without); the Clerk advised that the committee did not have the delegated duties to do this and it would need to go to Full Council. is stated as a true reflection of the meeting. Cllr T Snell requested for this to be minuted and to be an agenda item on the next Full Council agenda.
- 2502/4      **Restrictions**  
It was noted that only members of the Personnel Committee may attend meetings unless specifically summoned  
There were no members of the public or press present
- 2502/5      **Pay Scale**  
**Proposed: Cllr Clayton; Seconded: Cllr Jones**  
**Resolved:** The original PDF document, adapted document for GPC, Job Description, NALC PayScale's for 24-25 and covering letter will be sent out with the agenda – unanimous
- 2502/6      **Annual Leave**  
**Proposed: Cllr Jones; Seconded: Cllr Clayton**  
Resolved: It was agreed there are 11 hours leave remaining and this will be put to the Full Council – unanimous  
The Clerk's Annual Leave request for 2025-2006 was deferred to the next meeting
- 2502/7      **Review of previous actions**  
i)      Meetings can be recorded; the Clerk will make a notice for the wall  
ii)     The signing in / out book is in place and being used  
      \*\**This is for the purpose of signing in and out GPC resources and equipment*  
iii)    The Clerk does not wish to have an answerphone / call divert  
iv)     There is no requirement for Lengthsman and Cleaner appraisals  
The clerk raised that there was an issue relating to the Lengthsman and that this would go to Full Council, no further information discussed

- v) Clarity on the role of the Chair of the Personnel Committee and the expectation of committees – this is to go to full council
- 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 – deferred
- vii) To receive an update on the support received from Cllr Kirwan and Cllr Favell – deferred
- viii) To receive an update from Clerk's restrictions to public / councillors and the amount of time this has created - deferred

The agenda item of a Grievance was discussed and Cllr T Snell questioned if policy had been followed correctly; the Clerk confirmed that this was followed under 2.0 of the GPC Grievance Policy

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)

Tues 4<sup>th</sup> March 7pm March

Meeting close: 21:27