

GOXHILL PARISH COUNCIL

Parish Rooms, Howe Lane, Goxhill, DN19 7HS



PERSONNEL AND DISCIPLINARY COMMITTEE MEETING

MEETING MINUTES

22/04/2026 Commencing 19:30 at Goxhill Parish Rooms (Library Building)

P2601/1 Apologies for absence, if any

- None, meeting started on time.

P2601/2 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.
- KF stated to safe guard GPC and Cllr England, its requested he is to leave the meeting prior to interview questions being discussed.
 - Agreed interview dates, times and panel to be confirmed and for Cllr England to leave meeting.

P2601/3 Minute Approval

To approve the minutes from the last Personnel and Disciplinary Committee meeting(s)

- To double check the Recruitment Policy has been agreed at full GPC meeting – check and agreed
- Minutes agreed by all.

P2601/4 Restrictions

To note that only members of the Personnel Committee may attend meetings unless specifically summoned

P2601/6 Discuss and agree Interview Panel

- Discussed and agreed to the importance of consistency of interview panel members. Proposed interview panel to be Cllr TS, Cllr VG and Cllr KF.
- Prop by KF, second by VG, agreed by all.

P2601/7 Discuss and agree Interview Date/Dates

SE was asked if he was aware of anyone applying for the Clerk's position, to which SE responded he was unsure but in communications with someone interested in the role.

During our conversation we noted it was likely we all knew the individual SE referred to, and known to each of us in different ways through the village. As part of that discussion, we spoke about the appropriateness of who should interview given those personal connections, stating everyone on the Council would have a connection in some way.

At this point we agreed that maintaining a consistent interview panel was important, and that any councillor involved in interviewing would need to declare an interest to knowing this person.

- Due to work commitments and timescales agreed interviews to take place w/c 04/05/2026.
- Prop by TS, second by VG, agreed by all.

P2601/8 Agenda for next and future meetings

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

- Gift and Hospitality Policy to be adopted and additional page for items to be listed.

P2601/5 Discuss and agree Interview Questions

- Asked for Chair's input of any questions wished to be considered while complying interview questions.
- Cllr England left the meeting 20.07hrs.
- Cllr TS, Cllr VG and Cllr KF discussed and agreed interview questions.

P2601/9 Date of next meeting

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

- Provisionally 21.07.2026 at 19.30pm, subject to change.
- Meeting closed 20.29hrs.

DRAFT