

GOXHILL PARISH COUNCIL
MINUTES of the PERSONNEL MEETING HELD at GOXHILL PARISH ROOMS on
WEDNESDAY 15 JUNE 2022 at 09:30

Councillors: F Dunkley, M Stancer, Cllr Lawtey, Cllr Gorbutt and Cllr Jones
Also present: Vicky Haines (Proper Officer / RFO)

MINUTES

No members of public present

P&D 2206/1 **Election of the committee chairman**

Proposed: Cllr Dunkley, Seconded: Cllr Lawtey

Resolved: That the council unanimously agreed to elect Cllr Dunkley as the Personnel committee chairman

P&D 2206/2 **Apologies**

No apologies of absence were received

P&D 2206/3 **Declarations of Interests / Dispensations**

No declarations of interest declared or no dispensations received

P&D 2206/4 **Terms of reference**

Proposed: Cllr Gorbutt, Seconded Cllr Stancer

Resolved: That the committee unanimously agreed to the committee's terms of reference

P&D 2206/5 **Wish List**

The committee discussed each item on the wish list that was raised as a personnel matter, this is shown under appendix A within the minutes

P&D 2206/6 **Agenda for next and future meetings**

- Staff Appraisal

P&D 2206/7 **Date of next Meeting**

TBC

Meeting Close: 11:00

Personnel meeting 15th June 2022

Appendix A

Item No	Suggested activity	Progress report
1	Goxhill Parish Council was 100% transparent, all councillors were comfortable with this and nobody tried to hide public or councillor information when it is requested	The parish council's website and notice boards are regularly updated with all data that complies with GDPR regulations and is also available through 'freedom of information' requests. A detailed breakdown of staff salaries and expenses are presented to the full council at every council meeting for approval which is exclusive of the press and public (Covered by GDPR)
2	Goxhill Parish Council followed GDPR guidelines 100% of the time and didn't allow breaches to go unnoticed.	The parish council have adopted the relevant GDPR policies and are fully compliant. Any breaches are reported to the ICO for investigation
3	Goxhill Parish Council could provide legal protection for its councillors when allegations (false or otherwise) are made against them.	The committee has asked the Clerk to investigate this further, however this is not covered with the parish councils insurance
4	Goxhill Parish Council adopted a professional email policy where all councillors are included in all emails, and the sending of emails was strictly within office hours unless in an emergency (when a phone call would probably be more effective anyway).	All councillors have a dedicated council email address which allows the councillors to check emails when suitable to them. The committee has suggested an automatic email message is set up that responds to every email received stating 'thank you for your email and it will be dealt with in 24 hours' and also confirms the clerks working hours. The clerk has set up on outlook a dedicated councillor email group which ensures every councillor is included within the email chain if intended for the full council
5	Paranoia amongst councillors would cease and councillors acted in the sole interests of the electorate, not themselves.	The committee agreed this is not a personnel matter and should be reminded each councillor is accountable to the code of conduct
6	Goxhill Parish Council would not allow itself be used as a platform for parishioners or councillors to air their personal issues against other parishioners and councillors.	The committee agreed this is not a personnel matter and should be reminded each councillor is accountable to the code of conduct

Personnel meeting 15th June 2022

Appendix A

7	Goxhill Parish Council took responsibility for it's employees and managed them properly	Personnel meetings are held within the requirements of the terms of reference which is quarterly. Within these meetings an annual appraisal is conducted as well as reviews relating to salaries and hours. The committee encourages the Clerk to carry out training courses which are then discussed at the next available personnel meeting. All personnel meeting minutes are circulated to the full council, are adopted by the full council and are made available to public viewing via the council's website and noticeboards, ensuring full transparency is adhered to
8	Communication between Goxhill Parish Council and all other stakeholders was conducted professionally.	The Personnel meeting agree all correspondence with stakeholders is conducted professionally, nor has any complaints been received.
9	Correspondence from Goxhill Parish Council reflects accurately what is discussed at meetings	All minutes of all council meetings are approved at the next full council meeting and any inaccuracies can be raised at this meeting and amended accordingly. The Personnel committee did suggest that all meetings of the council are recorded, this is to rectify any concerns regarding accuracy in the written minutes. The recording of minutes to be discussed at the next full council meeting
10	Goxhill Parish Council had a better understanding of planning policy, and all councillors took planning more seriously instead of a simple agree/ disagree opinion at meetings.	All councillors and Clerk have attended the relevant planning training as organised by ERNLLCA. Cllr Lawtey offered his assistance in producing a planning crib sheet to assist the council when considering planning applications at council meetings
11	Goxhill Parish Council operated more professionally. Some areas of the council's operations are unregulated, unmanaged and in my opinion poor.	The personnel committee would like the councillor raising the concern to be more specific in what areas they feel are unregulated and unmanaged
12	Goxhill Parish Council was more proactive and less reactive.	The personnel committee agrees the council is proactive in the way of the wish list, this allows the councillors to express any ideas they would like to see implemented in the village.

Personnel meeting 15th June 2022

Appendix A

		The parish council now earmark reserves and have a 5 year plan which allows future plans to be paid for without using unallocated funds
13	Parishioners and councillors were listened to, and their opinions valued. This would generate greater respect, parishioners wouldn't be disillusioned and the village would benefit from better planning.	The Personnel committee would like the councillor raising the concern to provide more information; however the wish list is a way of listening to each of the councillors and having earmark reserves and a 5 year plan assists with planning for the future within the village
14	Football could return to the playing field and the council worked with the local authority and sporting bodies to ensure this happens.	The personnel committee agreed this isn't a personnel matter however Goxhill Parish Council continue to pay the lease for the playing field and maintain frequent grass cutting allowing the area to be used if a football team was ever interested in using the area. The football pitch was also taken into account when the parish council was discussing the plans for the new Skatepark and worked with Sports England to ensure the football pitch wasn't encroached on. Goxhill Parish Council would support this if approved by the full council
15	Goxhill Parish Council, without prejudice, supported the last few remaining community assets within the village wholeheartedly.	All direct assets within the village such as the Parish Rooms, Millennium Green, Playing Field and allotments etc are frequently maintained and upgraded by the parish council and all indirect assets are given the opportunity every year to apply for funding from the parish council to assist with the support