

**GOXHILL PARISH COUNCIL**  
**MINUTES of the PERSONNEL MEETING HELD at GOXHILL PARISH ROOMS on**  
**WEDNESDAY 2<sup>ND</sup> AUGUST 2023 at 20:00**

Councillors: M Jones (Chairman) T Snell, B Clayton, S England and V Gorbutt  
Also present: Vicky Haines (Proper Officer / RFO)  
Members of public: 1

**Public Participation – Nothing raised**

**MINUTES**

2308/1 **Election of Chairman**

Cllr Jones and Cllr Clayton nominated themselves for Chairman of the committee

**Proposed: Cllr Jones, Seconded: Cllr England**

**Resolved:** That the committee resolved by majority to appoint Cllr Jones as the committee chairman

2308/2 **Apologies**

No apologies received

2308/3 **Declarations of Interests / Dispensations**

No declarations of interest declared, and no dispensations received

2308/4 **Personnel committee terms of reference**

**Resolved:** That the committee noted the terms of reference for the Personnel Committee

2308/5 **Minute Approval**

**Proposed: Cllr Gorbutt, Seconded Cllr Clayton**

**Resolved:** That the minutes from the Personnel committee meeting that took place dated 28<sup>th</sup> March 2023 was unanimously approved

2308/6 **Agenda for next and future meetings**

- Job Description (24<sup>th</sup> August 2023)
- Amend names of bank statements
- Timesheets

2308/7 **Date of next Meeting** –

24<sup>th</sup> August 2023 and October (Date and time TBC)

**Meeting Close: 20:28**