

# GOXHILL PARISH COUNCIL PERSONNEL COMMITTEE

Vicky Haines  
Parish Clerk/RFO  
Parish Rooms  
Howe Lane  
Goxhill, North Lincolnshire  
DN19 7HS

Telephone: 07842 396827  
Email: [clerk@goxhillparishcouncil.org.uk](mailto:clerk@goxhillparishcouncil.org.uk)  
Website: [www.goxhillparishcouncil.co.uk](http://www.goxhillparishcouncil.co.uk)

---

Dear Councillor,

15<sup>th</sup> September 2023

You are summonsed to attend the **Personnel Committee Meeting** of Goxhill Parish Council to be held on **Thursday 21<sup>st</sup> September 2023, Commencing 18:30** 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.

The meeting is open to members of the public for public participation and there will be an opportunity for members of the public to address the council prior to the council meeting commencing.

This Council supports the right of anyone to record this meeting in so far as is possible within the constraints of the Council's meeting rooms but advises that no one may disrupt the meeting in doing so. Anyone wishing to record the Council meeting should obtain the necessary legal advice to ensure they understand the rights of any member of the public who may be present who do not wish to be filmed or recorded.

#### Public Participation

The time will be restricted to 5 minutes maximum unless the Council decides otherwise. Items relating to matters on the agenda will be taken first and members of the public should note that decisions not on the agenda is unable to be resolved by the council.

Yours Faithfully

*Vicky Haines*

#### AGENDA

- 2309/1 **Apologies**  
Apologies for absence, if any
- 2309/2 **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.
- 2309/3 **Minute Approval**  
To approve the minutes of the personnel committee meetings that took place 2<sup>nd</sup> August 2023 and 24<sup>th</sup> August 2023
- 2309/4 Exclusion of the Public & Press to resolve the exclusion of the public and press, under powers granted by the Local Government (Public Bodies Admission to Meetings) Act, section 1(2), owing due to the confidential nature of the business be discussed
- 2309/5 **Job Description**  
To approve the draft job description
- 2309/6 **Job specification**  
To review the Clerk / RFO job specification

- 2309/7 **Replacement**  
To receive an update on finding a replacement for the Clerk /RFO
- 2309/8 **Bank Account**  
To confirm the removal of Cllr England's name from the councils bank account statements
- 2309/9 **Agenda for next and future meetings**  
To take note of any items for the next or future agenda.
- 2309/10 **Date of next meeting**  
To confirm the date, time and location of the next meeting(s) as (subject to any change in circumstances)  
**TBC**