

# GOXHILL PARISH COUNCIL

## PERSONNEL COMMITTEE

Jack Lawtey  
GPC Chair  
Parish Rooms  
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Dear Councillor,

16<sup>th</sup> October 2023

You are summonsed to attend the **Personnel Committee Meeting** of **Goxhill Parish Council** to be held on **Tuesday 24<sup>th</sup> October 2023, commencing 19:30** 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

*Jack Lawtey*

### AGENDA

- 2310/1 **Apologies**  
Apologies for absence, if any
- 2310/2 **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.
- 2310/3 **Minute Approval**  
To approve the minutes from the Personnel Committee meeting that took place 21<sup>st</sup> September 2023
- 2310/4 **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
- 2310/5 **Review applications for the position of Clerk**

To decide on which applicants to interview

2310/6 **To discuss Interview Procedure**

1. To decide who will carry out the interviews.
2. To agree a series of questions to be asked.

2310/7 **To Produce a Contract of Employment**

2310/8 **Agenda for next and future meetings**

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

2310/9 **Date of next meeting**

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

**TBC**