

GOXHILL PARISH COUNCIL

PERSONNEL COMMITTEE

Jack Lawtey
GPC Chair
Parish Rooms
Howe Lane
Goxhill, North Lincolnshire
DN19 7HS

Telephone: 07842 396827
Email: clerk@goxhillparishcouncil.org.uk
Website: www.goxhillparishcouncil.co.uk

GOXHILL PARISH COUNCIL

MINUTES of the PERSONNEL MEETING HELD at GOXHILL CHAPEL ROOMS on TUESDAY 24 OCTOBER 2023 at 19:30

Councillors: M Jones (Chair), V Gorbutt, S England, T Snell, B Clayton

Also present:

Members of public: 0

- 2310/1 **Apologies**
None received
- 2310/2 **Declarations of interests / dispensations**
None declared
- 2310/3 **Minute Approval**
To approve the minutes from the Personnel Committee meeting that took place 21st September 2023
Proposed by Cllr Gorbutt, Seconded by Cllr Clayton, agreed unanimously
- 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.
Proposed by Cllr Jones, Seconded by Cllr Clayton: Unanimously Agreed
- 2310/5 **Review applications for the position of Clerk**
2 applications were received.
Proposed by Cllr Snell, Seconded by Cllr England: The committee unanimously decided to invite 1 applicant to interview.
- 2310/6 **To discuss Interview Procedure**
1. To decide who will carry out the interviews.
All councillors on the Personnel Committee will conduct the interview. Week Commencing 6th November 2023.
2. To agree a series of questions to be asked.
The chair of the committee Cllr Jones will circulate the questions to be asked prior to the interview
- 2310/7 **To Produce a Contract of Employment**
The council has a contract of employment which was reviewed at the meeting. It will be completed after appointment of a clerk.
- 2310/8 **Agenda for next and future meetings**
No suggestions
- 2310/9 **Date of next meeting**
TBC
Meeting closed at 20.40