

Goxhill Parish Council Personnel Meeting Minutes

Minutes of the Goxhill Parish Council Meeting held at 7.30pm on **Thursday 10th September 2020** via the zoom application

PRESENT: Cllr Freda Dunkley, Cllr Mike Gathercole, Cllr Marion Stancer and Cllr Theresa Simons
ALSO PRESENT: Vicky Haines – Parish Clerk

Public Participation

- No members of the public were present

MINUTES

- P&D 2009/1 Apologies
No apologies of absence were received
- P&D 2009/2 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
RESOLUTION: That no declarations of interest were received
b. For the Committee to note any dispensations presented to the Clerk prior to the meeting and their resolution
RESOLUTION: That no dispensations were granted
- P&D 2009/3 Minutes of the Previous Meeting
a. To approve and sign as a true record the Minutes of the Goxhill Parish Council Meeting Personnel meeting held on Thursday 30th January 2020
RESOLUTION: That the Minutes were duly approved and signed.
- P&D 2009/4 Exclusion of the Public & Press
To consider the exclusion of the Public & Press due to the confidential nature of the matters to be discussed.
RESOLUTION: That the council agreed to exclude the press and public
- P&D 2009/5 Parish Clerk / RFO Revised Contract
To approve and sign the revised Parish Clerks / RFO contract now including the amended hours effective from 1st February 2020, as previously approved
RESOLUTION: That the committee unanimously agreed to the Clerks revised Contract
- P&D 2009/6 Parish Clerk 2019 Appraisal
To discuss and review the tasks that the Clerk was set in April 2019
RESOLUTION: That the committee discussed the previously set tasks and confirmed 2 out of the 3 had been successfully completed
- P&D 2009/7 Employment matters
To consider matters relating to Parish Clerk's employment and make such decisions as are Necessary
RESOLUTION: That the committee agreed that the clerks hourly rate is Amended to be in line with the clerks current grade scale as approved by NALC (National association of Local Council). NALCS pay grade was confirmed 1st April 2020
- P&D 2009/8 2020 Appraisal
To discuss a maximum of 3 tasks for the Clerk to achieve during 2020/2021
RESOLUTION: That the committee agreed to the following tasks to be completed

by the Clerk

- 1. Begin the CILCA qualification**
- 2. To ensure Councillors are encouraged to attend all relevant training courses**
- 3. To complete the transfer of Goxhill burials and cremations from the old map to the new**

P&D 2009/9 Agenda for next and future Meetings

To take note of any items for the next or future Agenda

- To review the newly set tasks

P&D 2009/10 Date of next Meeting

To confirm the date and time of the next meeting

Thursday 19th November 2020 @ 7.30pm

Via the Zoom application