

**GOXHILL PARISH COUNCIL**  
**MINUTES of the PERSONNEL MEETING HELD at GOXHILL PARISH ROOMS on**  
**THURSDAY 24<sup>th</sup> AUGUST 2023 at 19:00**

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

Also present: Vicky Haines (Proper Officer / RFO)

Members of public: 0

**Public Participation – None present**

**MINUTES**

2308/1 **Apologies**

No apologies received

2308/2 **Declarations of Interests / Dispensations**

No declarations of interest declared, and no dispensations received

- 2308/3 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: Cllr Jones, Seconded: Cllr Clayton**

**Resolved:** That the council agreed to exclude the press and public owing to the confidential nature of the business to be discussed

2308/4 **Job Description**

Cllr Clayton raised his concerns at the start of the meeting stating that it is bad practice that the Clerk has not been given an official job description before now.

The committee received at the meeting and discussed documentation relating to the draft job descriptions received from ERNLLCA and completed by the Clerk which includes all the current tasks. A sample of a different council's clerk job description was also provided by Cllr Jones.

The committee raised concerns relating to the council's number of committees which is causing lots Of additional work for the Clerk. It was agreed to raise this at a future full council meeting. The committee also confirmed the current contracted hours carried out by the Clerk will not be reduced

**Resolved:** Cllr England volunteered, and the committee unanimously agreed to combine both the Clerk / RFO and burial Clerks job description in to one document. Cllr England requested sections of the Clerks contract of employment was emailed to him to incorporate within the draft job description.

2308/5 **Agenda for next and future meetings**

- To agree the job description
- To officially confirm the completion of removing Cllr England's name from the bank account

2308/6 **Date of next Meeting - TBC**

**Meeting Close: 19:28**