

**GOXHILL PARISH COUNCIL
PERSONNEL AND DISCIPLINARY COMMITTEE MEETING**

20th March 2025

Dear Councillor,

You are summonsed to attend the Personnel and Disciplinary Committee Meeting of Goxhill Parish Council to be held on 27th March 2025, commencing 19:30 at Goxhill Parish Rooms (Library Building)

The business of the meeting is detailed below, please contact the Proper Officer/Chairman prior to the meeting to offer your apologies if you are unable to attend.

This meeting is not open to members of the public and only Personnel and Disciplinary Committee Members can attend.

Yours faithfully

Cllr England
Chair of Goxhill Parish Council
01469 531578

P2504/1 Apologies for absence, if any.

P2504/2 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.

P2504/3 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

P2504/4 Minute Approval.

To approve the minutes from the 6th March 2025 Personnel and Disciplinary Committee meeting

P2504/5 Restrictions.

To note that only members of the Personnel Committee may attend meetings unless specifically summoned

P2504/6 Grievances.

Discuss and agree the actions for the current grievances

P2504/7 Recruitment policy

Discuss and agree recruitment policy with view to take to full GPC in April 2025.

P2504/8 GPC Personnel file and contents page

Discuss and agree documents to be held in GPC Personnel file.

P2504/9 Bank Mandate.

Discuss and agree the actions to recommend to the full Parish council

P2504/10 Roles & responsibilities moving forward without a clerk.

Discuss and agree the actions needed

P2504/11 Resignation.

Discuss and agree the actions resulting from the Resignation Letter

P2504/12 Locum Clerk

Discuss investigation and options available

P2504/13 Recruitment.

Discuss and agree the actions needed

P2404/14 Clerks Contract

Discuss and agree update of Clerks Contract of Employment

P2504/9 Agenda for next and future meetings.

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

P2504/10 Date of next meeting.

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