



COPYTHORNE PARISH COUNCIL

A meeting of the Personnel and Governance Advisory Committee was held via Zoom Video Conference on Thursday September 28th 2023 starting at 9.30am.

Present:

Attendees:- Cllrs. Graham Chillcott (Chair); Jackie Rhodes; Sylvia Wiggins

Meeting Clerk:- Mr David Rigby (Parish Clerk as observer)

A G E N D A (with DRAFT notes of discussion)

1. **Apologies for absence**
Cllr. Richard Fowler
2. **Declarations of Interest**
None
3. **Review of notes of previous meeting (June 29th 2023)**
All members present at the last meeting were happy that the notes of the meeting held on June 29th 2023 accurately reflected the discussions
4. **Set provisional date for Clerk's Annual Performance Appraisal**
November 2nd 2023 (10am) set as the date with Cllrs. Chillcott and Rhodes as the appraisers.
ACTIONS – Clerk to issue review papers to the review panel members (GC & JR). JR to seek comments from other councillors
5. **Discussion of any other matters relating to the Aims and Responsibilities of the Personnel and Governance Advisory Committee.**
JR suggested that it would be a good idea to check that the councillors who were co-opted in May and June are happy with their initial training and whether there are any areas of Council procedure and governance that they would like further support with. Other members of the P&G AC agreed and suggested that the same invitation should be extend to all councillors.
ACTION – Clerk to send JR details of initial training undertaken (or to be undertaken) by the new councillors and she will contact them as above. Similar contact to be made with all other councillors.

Following the very useful councillors workshop on planning matters arranged by the NFNPA, GC asked the Clerk to find out if there are any differences of note on how NFDC deal with the same tasks.
ACTION – Clerk to discuss this with our NFDC ward councillors and report back.
6. **Agree date for next meeting**
Thursday December 21st 2023, 1pm (Provisional)

Meeting ended at 10.01am

PERSONNEL & GOVERNANCE ADVISORY COMMITTEE MEETING – SEPT 28TH 2023

ITEM 4 – REVIEW OF DRAFT NOTES OF PREVIOUS MEETING ON JUNE 29TH 2023

A meeting of the Personnel & Governance Advisory Committee was held via Zoom Video Conference on Thursday June 29th 2023 starting at 11am.

Present:

Attendees:- Cllrs Graham Chillcott; Jackie Rhodes; Sylvia Wiggins;

Meeting Clerk:- Mr. David Rigby – Clerk and RFO

A G E N D A (with DRAFT notes of discussion)

1. Election of a Chairman

GC acting as temporary Chair invited nominations for Chair, SW proposed GC, JP seconded the nomination. All voting members in favour. GC took the Chair.

2. Apologies for absence.

None.

3. Declarations of Interest.

None

4. Review of notes of previous meeting (April 28th 2023)

All members present at the last meeting were happy that the notes of the meeting held on April 28th 2023 accurately reflected the discussions.

5. Discussion of other matters relating to the Aims and Responsibilities of the Personnel & Governance Advisory Committee.

JR asked that as we have a number of new councillors that the Health & Safety Risk Assessments previously circulated to all councillors be re-issued.

ACTION – Clerk to arrange for the above to happen and to track confirmation of receipt and acknowledgment.

Update – Confirmation of having been read received from all Council members by August 28th 2023

GC asked that the arrangements for the Clerk's Annual Appraisal be included as an agenda item for the next meeting of the P&G AC along with any update on the National Pay negotiations for 2023/24.

ACTION – Clerk to add the requested agenda item.

Update – On Sept 28th agenda as item 4

6. Agree date for next meeting

Thursday September 28th 2023, 11am

Meeting ended at 11.12am