



# Botley and North Hinksey Parish Council (BNHPC)



Miss Emma Gordon, Clerk to the Parish Council  
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## **A Personnel Committee Meeting** **will be held at 7pm on Thursday 29<sup>th</sup> February 2024** **in the Seacourt Hall** **(Closed Meeting)**

Members of the public and press are **not invited** to attend the above meeting, but may submit Questions from Members of the Public, which should be submitted to [clerk@northhinksey-pc.gov.uk](mailto:clerk@northhinksey-pc.gov.uk) by the Monday prior to the meeting, and they will be discussed in the meeting and responded to electronically.

*Emma Gordon*

Emma Gordon - Clerk to the Parish Council

25 February 2024

Personnel Committee Members: Councillors Davis (Chair), Bastin, Dowie and Kay

### **AGENDA**

- 1. Apologies for Absence.**
- 2. Declarations of Interest.**
- 3. Questions from members of the public.**
- 4. Minutes from Communications Committee Meeting.**  
To agree the minutes from the 30<sup>th</sup> November 2023 meeting.
- 5. Staff Job Descriptions.**
  - a) To review and agree amendments to the Groundskeepers Job Description.  
([Paper 1\\_Groundkeeper JD revised Feb24](#))
  - b) To review the Clerk's role and Job description and agree amendments as appropriate.  
([Paper 2\\_Clerk's JD revised\\_Feb24](#))
- 6. To discuss the potential conflict of interest arising from Councillor MacKeith's Disclosable Pecuniary Interest.**  
([Paper 3\\_MOfficer re Clerk appointment](#))
- 7. To agree the next meeting date to review updating outstanding policies.**