



**MINUTES OF THE MEETING OF MARDEN PARISH COUNCIL HUMAN
RESOURCES SUB-COMMITTEE MEETING ON 23RD JULY 2021 HELD VIRTUALLY
AT 3.00PM**

001/21 ELECTION OF CHAIRMAN

Cllr Boswell proposed and Cllr Burton seconded that Cllr Tippen be elected Chairman of the HR Sub-Committee.

002/21 ELECTION OF VICE-CHAIRMAN

It was agreed that no Vice-Chairman would be elected for the HR Sub-Committee.

003/21 PRESENT:

Cllrs Boswell and Tippen (in the chair). Cllr Burton attended via Zoom.
The Clerk was also in attendance.

004/21 APOLOGIES:

There were no apologies

005/21 CLLR INFORMATION

Declarations of Interest

There were no declarations of interest

Granting of Dispensation

There were no requests for dispensation on any item on this agenda

006/21 MINUTES OF PREVIOUS HR SUB-COMMITTEE

Agreement of the minutes of the previous meeting held on 4th March 2021 were agreed and signed as a true record. Minutes agreed at virtual meetings were also signed by the Chairman.

007/21 STAFFING/OFFICE ISSUES

Administrative Assistant Role

Closing date for applications: 30th July 2021

Interview Questions

Cllrs drafted the proposed questions to ask at interview. The Clerk would circulate following the meeting.

Interview Panel

Cllrs Tippen and Burton would form the interview panel. The Clerk would also sit in but would not ask questions.

Interview Dates

These would take place week commencing 9th August. Dates and times to be confirmed.
Cllrs would meet on 2nd August at 10am in the Parish Office to view and discuss the applications.

Other Office Issues

The Clerk and Deputy Clerk had returned to office working on 21st June. No issues had arisen from this.

No other office issues raised.

Part I of the Meeting was closed and the Chairman moved to Part II Confidential. As there were no members of the public in attendance the meeting continued.

008/21 STAFF ISSUES

Issues raised regarding staffing

Other Staffing Issues

Several items were raised regarding staffing. The Clerk was asked to action and report back at the next HR meeting.

There being no further business the meeting closed at 4pm.

Signed

Date

Cllr Kate Tippen

Chairman, MPC HR Sub-Committee

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