



DRAFT MINUTES OF THE MEETING OF MARDEN PARISH COUNCIL HUMAN RESOURCES SUB-COMMITTEE MEETING ON 25TH NOVEMBER 2021 HELD IN THE PARISH OFFICE MEETING ROOM, MARDEN MEMORIAL HALL, GOUDHURST ROAD, MARDEN

009/21 PRESENT:

Cllrs Burton, Newton and Tippen (in the chair). The Clerk was also in attendance.

010/21 APOLOGIES:

Cllr Boswell had given her apologies.

011/21 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

012/21 MINUTES OF PREVIOUS HR SUB-COMMITTEE

Agreement of the minutes of the previous meeting held on 23rd July 2021 were agreed and signed as a true record.

013/21 STAFFING/OFFICE ISSUES

Office Issues

The only issue the Clerk raised was the amount of storage facilities available. She planned to come into the office between Christmas and New Year to go through files etc to see what still need keeping, what needed to go into storage and what could be disposed of. Cllrs would look at other ways that extra storage space could be achieved.

Currently Kent County Archives are only accepting documents that are dated prior to 1991.

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.

014/21 STAFF PERFORMANCE REVIEWS

Cllr Tippen had undertaken the performance reviews on the Clerk, Deputy Clerk, Cemetery Caretaker and Village Caretaker and reported back to the Committee.

The Administrative Assistant Performance Review would be undertaken at the end of the 6-month probation period (ie end of March).

015/21 STAFFING ISSUES

Issues raised at a previous HR Sub-Committee meeting were being addressed.

016/21 SALARY INCREASE PROPOSALS

- (a) Clerk
- (b) Deputy Clerk
- (c) Administrative Assistant
- (d) Village Caretaker
- (e) Cemetery Caretaker

The Clerk left the room whilst items (a) and (b) were discussed.

Cllrs discussed the remaining salary increases for (c), (d) and (e).

All salary recommendations would be presented to Finance Committee meeting for budgeting purposes next week.

17/12 NEW MEMBERS OF STAFF

Cllrs discussed proposals for possible additional members of staff.

There being no further business the meeting closed at 3pm.

Signed

Date

Cllr Kate Tippen

Chairman, MPC HR Sub-Committee

Marden Parish Council

Parish Office

Goudhurst Road

Marden

01622 832305

07376 287981

clerk@mardenkent-pc.gov.uk

www.mardenkent-pc.gov.uk