



**MINUTES OF THE HUMAN RESOURCES SUB-COMMITTEE HELD ON TUESDAY 4<sup>TH</sup> OCTOBER 2016 IN THE PARISH COUNCIL MEETING ROOM, GOUDHURST ROAD, MARDEN COMMENCING AT 8PM**

- 15/16 **PRESENT:** Cllrs Boswell, Brown, Mannington and Tippen. Cllrs Adam and Cowin and the Clerk were also in attendance.
- 16/16 **APOLOGIES FOR ABSENCE:** Cllr Childs gave his apologies.
- 17/16 (a) **DECLARATION OF INTEREST:** There were no declarations of interest  
 (b) **COUNCILLORS REGISTER OF INTEREST** There were no amendments to the Register of Interests.
- 18/16 **GRANTING OF DISPENSATION:** There were no requests for dispensation
- 19/16 **IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING:** No member of the public was in attendance.
- 20/16 **MINUTES OF PREVIOUS MEETING HELD ON 3<sup>RD</sup> MAY 2016**  
 The minutes of the HR Sub-Committee meeting held on 3<sup>rd</sup> May 2016 were agreed and signed as a true record.  
 The HR Sub-Committee meeting due to be held on 19<sup>th</sup> July did not go ahead as the meeting was not quorate.
- 21/16 **COUNCIL ISSUES:**
- (a) **Outstanding Issues from Previous Minutes:**  
**Discipline & Grievance Policies** – Cllr Tippen asked the Clerk to send the NALC model policies so that comparisons could be made to combine all together.  
**Office Telephone:** The Clerk was asked to purchase a new telephone for the Parish Office as there was problems with the answerphone.  
**Computers/Laptops:** The Clerk was still to look into options available.
- (b) **Risk Management:**  
 The Clerk was currently transferring all the risk assessments onto the same template.
- (c) **Other:**  
**Training/CPD:** Cllr Brown raised the subject of Cllr training. If MPC wish to continue as a "Quality Council" Cllrs do need to attend training. Any training undertaken in the workplace that a Cllr thinks is relevant to the Parish Council can be added to the CPD document.  
**Honorary Titles:** Cllr Brown asked Cllrs to consider the possibility of "Honorary People" from the village. NALC provide a Legal Topic Note on this and the Clerk would circulate.

**Office Alarm System:** Currently if there is a problem the system texts the Clerk and Dorothy Reed (previous Cllr) however this needed to be changed. Cllr Tippen agreed for her mobile number to be given and the Clerk would also speak with Cllr Harvey.

There being no further business the meeting closed at 8.10pm.

Signed: ..... Date:  
Chairman, Marden Parish Council

**I PROPOSE THAT PURSUANT TO PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 THE PUBLIC BE EXCLUDED FROM THE MEETING BECAUSE OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED:**

22/16 **PRESENT:**

23/16 **APOLOGIES:**

24/16 **DECLARATIONS OF INTEREST:**

25/16 **GRANTING OF DISPENSATION**

26/16 **MINUTES OF THE MEETING HELD ON 3<sup>RD</sup> MAY 2016 TO BE AGREED AND SIGNED**

27/16 **STAFFING ISSUES**

(a) Staff Appraisals:

(b) Village Caretaker:

(c) Cemetery Caretaker:

(d) Office Staff:

(e) Purchase of equipment to undertake role of caretakers/office staff

28/16 **OTHER HR ISSUES:**