



DRAFT MINUTES OF THE MEETING OF MARDEN PARISH COUNCIL HUMAN RESOURCES SUB-COMMITTEE MEETING ON 2ND MAY 2023 HELD IN THE PARISH OFFICE MEETING ROOM, MARDEN MEMORIAL HALL, GOUDHURST ROAD, MARDEN COMMENCING AT 12NOON.

36/23 PRESENT

Cllrs Boswell, Newton and Tippen (In the Chair) were in attendance. The Clerk was also present.

37/23 APOLOGIES

There were no apologies.

38/23 COUNCILLOR INFORMATION

Declaration of Interest

There were no declarations of interest.

Granting of Dispensation

There were no requests for dispensation.

39/23 MINUTES OF PREVIOUS HR SUB-COMMITTEE MEETING HELD ON 17TH FEBRUARY 2023

Minutes of the meeting held on 17th February were agreed and signed as a true record.

40/23 STAFFING/OFFICE ISSUES

Office Issues

The new IT system is working well within the office and although some more training was required the basic operations were well received by staff.

Staffing Issues

Appointment of Admin Assistant

Interviews had taken place and the role had been offered to Lisa Stevens. The start date was planned for 16th May 2023.

Employees Meeting

A date was being arranged for all members of staff to meet to discuss the new Employee Handbook and contracts.

Appraisal Dates

Dates were being arranged for staff appraisals.

41/23 POLICIES AND RISK ASSESSMENTS

Cllrs agreed all HR Policies and Risk Assessments to present to the next Full Council meeting.

42/23 CIVILITY & RESPECT PLEDGE

Cllrs considered the above pledge and agreed to put before Cllrs at the next appropriate Full Council meeting.

The Chairman read out the following statement:

**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 FOLLOWING BUSINESS TO BE TRANSACTED:
Part I of the meeting will be closed and all the following to discussed under Part II Confidential meeting.**

43/23 STAFFING ISSUES

Contracts

Cllrs confirmed contract for Admin Assistant and the amended contracts for remaining staff

Other Staffing Issues

Other staffing issues were discussed.

There being no further business the meeting closed at 12.50pm

Signed

Date

Cllr Kate Tippen

Chairman, MPC HR Sub-Committee

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