



MINUTES OF THE MEETING OF MARDEN PARISH COUNCIL HUMAN RESOURCES SUB-COMMITTEE MEETING ON 17TH FEBRUARY 2023 HELD IN THE PARISH OFFICE MEETING ROOM, MARDEN MEMORIAL HALL, GOUDHURST ROAD, MARDEN COMMENCING AT 4.00PM

29/23 PRESENT

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

30/23 APOLOGIES

There were no apologies

31/23 COUNCILLOR INFORMATION

Declaration of Interest

There were no declarations of interest

Granting of Dispensation

There were no requests for dispensation.

32/23 MINUTES OF PREVIOUS HR SUB-COMMITTEE MEETING

Minutes of the meeting held on 21st November 2023 were agreed and signed as a true record.

33/23 STAFFING/OFFICE ISSUES

Office Issues

The two new laptops for the Clerk and Deputy Clerk had been delivered and an online meeting was arranged for 21st February with Cloudy IT to begin the migration of documents.

Staffing Issues

Resignation of Administrative Assistant

The Clerk had reported to Cllrs that, unfortunately, the Administrative Assistant had tendered her resignation and her last day of working would be 9th March.

Cllrs proposed that the role be advertised in the newsletter, on the website and on social media. The job advert and job description were reviewed and updated where required and the Clerk would amend and begin advertising. The closing date would be 31st March 2023.

34/23 POLICIES AND RISK ASSESSMENTS

Cllrs had gone through and made tracked changes to the policies and Employee Handbook sent over by Peninsula. These would now be finalised and circulated to Cllrs for the March Full Council meeting.

The Clerk was in the process of reviewing the risk assessments.

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 be discussed under Part II Confidential meeting.

No members of the public were in attendance.

35/23 STAFFING ISSUES**Other Staffing Issues**Resignation of Administrative Assistant

Cllrs agreed to pay the Administrative Assistant the outstanding annual leave/flexi due.

Contracts

Following new draft contracts being sent by Peninsula the Clerk had reviewed these alongside the current contracts held by staff. The tracked changes had been sent to HR Cllrs and these were agreed.

Cllrs proposed that all contracts should all have the same standard clauses and annual leave entitlement, provided these were not reduced from current contract.

There being no further business the meeting closed at 5.00pm.

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