



**MINUTES OF THE MEETING OF MARDEN PARISH COUNCIL HUMAN RESOURCES SUB-COMMITTEE MEETING ON 17<sup>TH</sup> JUNE 2022 HELD IN THE PARISH OFFICE MEETING ROOM, MARDEN MEMORIAL HALL, GOUDHURST ROAD, MARDEN COMMENCING AT 11.30AM**

Cllr Boswell opened the meeting and took the first item on the agenda.

**01/22 ELECTION OF CHAIRMAN**

Cllr Newton proposed and Cllr Boswell seconded that Cllr Tippen be elected as Chairman of the Human Resources Sub-Committee for the 2022/23 Council year. Cllr Tippen accepted the position and took the chair for the remainder of the meeting.

**02/22 ELECTION OF VICE-CHAIRMAN**

It was agreed that a Vice-Chairman would not be elected for the forthcoming year.

**03/22 PRESENT**

Cllrs Boswell, Newton and Tippen were present. The Clerk was also in attendance.

**04/22 APOLOGIES**

Cllr Burton had given his apologies.

**05/22 COUNCILLOR INFORMATION**

**Declaration of Interest**

There were no declarations of interest.

**Granting of Dispensation**

There were no requests for granting of dispensation.

**06/22 MINUTES OF PREVIOUS HR SUB-COMMITTEE MEETING**

The Minutes of the HR Sub-Committee meeting held on 28<sup>th</sup> March 2022 were agreed and signed as a true record.

**07/22 STAFFING/OFFICE ISSUES**

**Office Issues**

New Storage Area

It was reported that companies had been invited to tender for the works for the Parish Council storage area and Pre-School children's toilets by Marden Memorial Hall Trustees and a successful contractor had been appointed. Work was to start at the beginning the school holidays (25<sup>th</sup> July) and envisaged to be completed by end of July. Marden Memorial Hall would receive the invoice for the whole of the works and invoice MPC for the works to the storage area.

**Appraisals/Performance Reviews**

Play Scheme Staffing 2022 and 2023

The Clerk reported that all staff were in place for this year's play scheme.

The Clerk raised concerns about 2023 as the current Manager was unable to continue after this year. The Clerk reported that Staplehurst Parish Council employ an outside company to run theirs and the Clerk was asked to make contact with the company and visit the scheme to see how it was run. A report would be given to Councillors following this visit.

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 was closed and all the following was discussed under Part II Confidential meeting.**

**08/22 STAFF PERFORMANCE REVIEWS**

*The Clerk left the meeting for Cllrs to discuss her appraisal and returned when other members of staff were discussed.*

Cllr Tippen had undertaken appraisals on all five members of staff and reported the outcome and objectives raised together with any issues raised by members of staff. Cllrs agreed with the updates.

**09/22 STAFFING ISSUES**

**Staff Working Hours**

Three members of staff had raised at their appraisal requests to change their working hours. These were agreed, in principle, by HR Sub-Committee Cllrs and would be referred to Finance Committee for final decision regarding budgeting.

**Other Staffing Issues**

It was reported that a member of staff was off sick and medical certificates had been received. Cllrs discussed how to cover in the short term but may need to review once it was known if it would be a long-term sickness. The Clerk would advise once spoken to the member of staff. A lot of additional hours had been worked by the office staff especially over the Platinum Jubilee weekend and had requested that HR Sub-Committee consider payment of some of these hours. HR Sub-Committee Cllrs agreed, in principle, and would refer to Finance Committee for a final decision.

There being no further business the meeting closed at 12.10pm.

Signed  
Date  
Cllr Kate Tippen  
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