



**MINUTES OF MARDEN PARISH COUNCIL HUMAN RESOURCES SUB-COMMITTEE MEETING ON 5<sup>TH</sup> JUNE 2025 HELD IN THE PARISH OFFICE MEETING ROOM, MARDEN MEMORIAL HALL, GOUDHURST ROAD, MARDEN COMMENCING AT 12NOON.**

Cllr Gibson took the chair for the first item on the agenda.

**01/25 ELECTION OF CHAIRMAN**

Cllr Boswell proposed and Cllr Newton seconded that Cllr Tippen be elected Chairman of the HR Sub-Committee.

Cllr Tippen then took the chair for the remainder of the meeting.

**02/25 ELECTION OF VICE-CHAIRMAN**

Cllr Newton proposed and Cllr Rabot seconded that Cllr Gibson be elected as Vice-Chairman of the HR Sub-Committee.

**03/25 PRESENT**

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

**04/25 APOLOGIES**

There were no apologies.

**05/25 COUNCILLOR INFORMATION**

**Declaration of Interest**

There were no declarations of interest

**Granting of Dispensation**

There were no requests for dispensation

**06/25 MINUTES OF PREVIOUS HR SUB-COMMITTEE MEETING**

Cllrs received, and agreed, the minutes of the HR Sub-Committee meeting held on 15<sup>th</sup> April 2025.

**07/25 STAFFING/OFFICE ISSUES**

**Office Issues:**

The Admin Assistant had requested a shelf be installed above her desk for storage of folders – this was agreed and the Clerk would instruct the caretaker to undertake.

**Employees Handbook**

Cllrs reviewed and discussed the response received from Peninsula regarding suggested amendments to the handbook. The amendments were

all agreed and the Clerk would provide copies of the changes to all members of staff.

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.**

**08/25 CONFIDENTIAL STAFFING ISSUES**

**Other Staffing Issues**

Update from Appraisals

Cllr Tippen had undertaken the staff appraisals and reports were provided to the meeting.

Other Confidential Staffing Issues

Cllrs discussed working hours of staff and resolved that the Clerk would take action if required.

Signed

Date:

Cllr Kate Tippen

Chairman, MPC HR Sub-Committee

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