



**MINUTES OF MARDEN PARISH COUNCIL HUMAN RESOURCES SUB-COMMITTEE MEETING ON 15<sup>TH</sup> APRIL 2025 HELD IN THE PARISH OFFICE MEETING ROOM, MARDEN MEMORIAL HALL, GOUDHURST ROAD, MARDEN COMMENCING AT 11.00AM.**

**27/25 PRESENT**

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

**28/25 APOLOGIES**

There were no apologies.

**29/25 COUNCILLOR INFORMATION**

**Declaration of Interest**

There were no declarations of interest.

**Granting of Dispensation**

There were no requests for dispensation.

**30/25 MINUTES OF PREVIOUS HR SUB-COMMITTEE MEETING**

Cllrs received, and agreed, the minutes of the HR Sub-Committee meeting held on 3<sup>rd</sup> February 2025. These were duly signed by the Chairman.

**31/25 STAFFING/OFFICE ISSUES**

**Office Issues:**

The Clerk asked for Cllrs agreement to install shelving above the Administrative Assistant's desk to provide additional storage. This was agreed and the Clerk would speak to the caretaker to undertake.

**Employees Handbook**

Cllrs considered the Clerk's proposal to review the handbook so that all MPC policy documents were added as an appendix. This would assist with providing just the relevant policy updates to employees rather than printing off the complete document each time, unless changes were made to the body of the handbook. Cllrs agreed and the Clerk would update. Following this the document would be submitted to Peninsula to ensure all legislation was up to date.

**Appraisals**

The Chairman was currently undertaking the staff appraisals and a report would be provided at the next HR meeting.

The Chairman then 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.**

**32/25 CONFIDENTIAL STAFFING ISSUES**

**Other Staffing Issues**

Update from interviews held on Thursday 10<sup>th</sup> April for role of Parish

Groundsperson

Cllrs Boswell and Gibson along with the Clerk interviewed the candidates for the above role.

The Clerk had provided a confidential report to HR Cllrs giving details of the scoring matrix used at the interviews prior to the meeting and both Cllrs Boswell and Gibson gave a verbal report on the outcome.

Position of Parish Groundsperson

HR Sub-Committee agreed to recommend the successful candidate to Full Council at its meeting later this evening.

Other Confidential Staffing Issues

HR Sub-Committee noted the updated Pay Policy had been ratified at Full Council in November 2024 in regard to annual bonuses.

There being no further business the meeting closed at 11.50am

Signed

Date:

Cllr Kate Tippen

Chairman, MPC HR Sub-Committee

Marden Parish Council, Parish Office, Goudhurst Road, Marden

T: 01622 832305 M: 07376 287981 E: clerk@mardenkent-pc.gov.uk

www.mardenkent-pc.gov.uk