



**MINUTES OF MARDEN PARISH COUNCIL HUMAN RESOURCES SUB-COMMITTEE MEETING ON 28TH OCTOBER 2025 HELD IN THE JOHN BANKS HALL, MARDEN MEMORIAL HALL, GOUDHURST ROAD, MARDEN COMMENCING AT 12NOON.**

*The meeting was moved from the Parish Office meeting room to the John Banks Hall due to the confidential items to be discussed.*

**09/25 PRESENT**

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

**10/25 APOLOGIES**

Apologies were received from Cllr Boswell.

**11/25 COUNCILLOR INFORMATION**

**Declaration of Interest**

There were no declarations of interest

**Granting of Dispensation**

There were no requests for dispensation.

The Clerk would leave the meeting when the salary was being discussed.

**12/25 MINUTES OF PREVIOUS HR SUB-COMMITTEE MEETING**

Cllrs received, and agreed, the minutes of the HR Sub-Committee meeting held on 5<sup>th</sup> June 2025. These were duly signed by the Chairman.

**13/25 STAFFING/OFFICE ISSUES**

**Office Issues:**

The Clerk raised the issue of a fire risk assessment being undertaken when the next one is done for the Memorial Hall. As the office is rented from the Memorial Hall this would be raised at the next meeting of the Trustees.

**Staff Issues:**

Parish Groundsman Probation

The Clerk reported that the probation review went well and a letter would be sent to the groundsman confirming completion of the probation period.

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.**

**14/25 CONFIDENTIAL STAFFING ISSUES**

**Other Staffing Issues**

Update from Appraisals

Cllr Rabot had undertaken the appraisal of the Village Caretaker and reported the outcome to Cllrs.

The Clerk had undertaken the appraisals for the Deputy Clerk and Admin Assistant. A report was given on both.

The Deputy Clerk confirmed that she would be aiming to apply for CiLCA (Certificate in Local Council Administration) in February 2026 for completion within a year.

The Admin Assistant had asked to change her days to Thursday and Friday from 1<sup>st</sup> January 2026. This was agreed for a trial period to see if it works for both the Admin Assistant and the office. The HR Sub-Committee was asked if they would recommend the Admin Assistant taking the ILCA (Introduction to Local Council Administration) which was agreed. The Admin Assistant would be asked, and costings would be added to the financial budget for next financial year.

Update from Probation Review

The Clerk to provide details of the probation review of the Parish Groundsman and gave a report on the confidential part of the review.

Proposals for salary increments

*The Clerk left the meeting when her salary was discussed.*

Cllrs discussed and agreed proposals of salary increments to the Finance Committee for 2026/27 salaries.

Other Confidential Staffing Issues

Cllrs considered, and proposed, bonuses for several members of staff.

*The Clerk returned to the meeting following this item.*

There being no further business the meeting closed at 1.11pm

Signed

Date:

Cllr Kate Tippen

Chairman, MPC HR Sub-Committee

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