MINUTES OF MARDEN PARISH COUNCIL HUMAN RESOURCES SUB-COMMITTEE MEETING ON 24TH AUGUST 2026 HELD IN PARISH OFFICE MEETING ROOM, GOUDHURST ROAD, MARDEN COMMENCING AT 3.30PM

Marden Parish Council operates under General Power of Competence since adopted on 7th May 2024. Minute Reference 012/24.

15/26 PRESENT

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

16/26 APOLOGIES

There were no apologies.

Cllr Newton not in attendance.

17/26 COUNCILLOR INFORMATION

Declaration of Interest

There were no declarations of interest

Granting of Dispensation

There were no requests for dispensation

18/26 MINUTES OF PREVIOUS HR SUB-COMMITTEE MEETING

Cllrs received and agreed the minutes of the HR Sub-Committee meeting held on 2nd and 10th June 2026. These were duly signed by the Chairman.

19/26 NON-CONFIDENTIALSTAFFING/OFFICE ISSUES

Office Issues:

Office staff were continuing to take on the work of the Deputy Clerk including Amenities and social media.

Staff Issues:

The Clerk had accrued additional hours of working covering for the Deputy Clerk which were too many to take off as time off in lieu (TOIL). Councillors agreed for these hours to be paid in the September salary.

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 the following were discussed under Part II Confidential meeting.

20/26 CONFIDENTIAL STAFFING ISSUES

Deputy Clerk position

Interviews had taken place over the past week and as for previous interviews a matrix was used to score each candidate. The interviewers were Cllrs Boswell and Tippen with the Clerk also in attendance to answer any questions raised by the applicant.

The HR Sub-Committee Cllrs were informed of the scoring and the proposed applicant.

It was agreed for the successful applicant to be contacted along with the proposed salary scale to be awarded. The starting date would be Monday 21st September 2026.

The Clerk would undertake the references and the Right to Work checks.

There being no further business the meeting closed at 4.00pm.

Signed
Date:
Cllr
Chairman, MPC HR Sub-Committee

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