# DRAFT MINUTES OF MARDEN PARISH COUNCIL HUMAN RESOURCES SUB-COMMITTEE MEETING ON 15TH OCTOBER 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.*

**21/26 PRESENT**

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

**22/26 APOLOGIES**

There were no apologies.

**23/26 COUNCILLOR INFORMATION**

**Declaration of Interest**

There were no declarations of interest

**Granting of Dispensation**

There were no requests for dispensation.

**24/26 MINUTES OF PREVIOUS HR SUB-COMMITTEE MEETING**

Cllrs received, and agreed, the minutes of the HR Sub-Committee meeting held on 24th August 2026. These were duly signed by the Chairman.

**25/26 NON-CONFIDENTIALSTAFFING/OFFICE ISSUES**

**Office Issues:**

There were no office issues raised.

**Staff Issues:**

Resignation of Administrative Assistant.

Cllrs had been notified of the resignation of the Administrative Assistant and her last working day would be Tuesday 3rd November 2026 at which time the Clerk would undertake an exit interview. It was proposed that the job would not be advertised whilst the office was reviewing the workload and re-organisation of current staff. A report would be submitted to a future HR Sub-Committee meeting with the findings.

In regard to the budget for 2027/2028 it was proposed that the HR Sub-Committee recommend six months salary for an Administrative Assistant.

Appraisals

It was agreed that the HR Chairman would undertake the Clerk's appraisal and the Clerk the appraisals for all other members of staff.

Following the appraisals a further HR Sub-Committee meeting will be arranged to discuss salaries for 2027/2028.

Deputy Clerk
The Clerk reported on the progress of the Deputy Clerk. A one month review interview would be undertaken shortly along with setting objectives for the next six months.

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.**

**26/26 CONFIDENTIAL STAFFING ISSUES**

Job Evaluations
The Clerk would forward the job profiles for the Clerk and Deputy Clerk to HR Cllrs. A meeting was arranged for 11th November for Cllrs to review the roles. The Clerk would not be in attendance and a Cllr would take notes.

Financial Year 2027/2028
Salary increases will be discussed following the appraisals.

There being no further business the meeting closed at 4.12pm

Signed
Date:
Cllr Kate Tippen
Chairman, MPC HR Sub-Committee
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