



If you have any questions etc that you wish to ask regarding this meeting please contact the Clerk on 01622 832305 or email clerk@mardenkent-pc.gov.uk.

TO ALL MEMBERS OF HR SUB-COMMITTEE

Dear Councillor

YOU ARE HEREBY SUMMONED TO ATTEND the meeting of Marden Parish Council HR Sub-Committee to be held on Thursday 15th October 2026 commencing at 3.30pm in the Parish Office meeting room, Marden Memorial Hall, Goudhurst Road, Marden.

Alison Hooker

Alison Hooker (Mrs)
Clerk to Marden Parish Council
9th October 2026

Members of the public and press are welcome to attend this meeting and may speak at the discretion of the Chairman and in accordance with standing order 1 e-g. Questions relating to any other items that are not on this agenda should be referred to the Chair of the Council or Clerk as appropriate and outside this meeting.

The law allows the public proceedings of council meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted. By attending this meeting, you are consenting to be filmed. As a matter of courtesy, please advise the Clerk if you intend to record any part of the proceedings.

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

AGENDA

21/26 PRESENT

22/26 APOLOGIES

Cllrs to inform the Clerk of any apologies by 9am on 15th October.

23/26 COUNCILLOR INFORMATION

Declaration of Interest
Granting of Dispensation

24/26 MINUTES OF PREVIOUS HR SUB-COMMITTEE MEETING

Cllrs to receive, and agree, the minutes of the HR Sub-Committee meeting held on 24th August 2026.

25/26 NON-CONFIDENTIALSTAFFING/OFFICE ISSUES

Office Issues:

To be raised at the meeting if required.

Staff Issues:

Resignation of Administrative Assistant.

Cllrs to discuss the resignation and future recruitment.

Appraisals

Cllrs to consider dates for staff appraisals

Deputy Clerk

Cllrs to receive update following Deputy Clerk commencing employment.

(Any of the above items to be moved to confidential if needed).

The Chairman will 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

Cllrs to consider job profiles against current roles of employees

Financial Year 2027/2028

Cllrs to consider increases in salary for next financial year.

Cllrs on HR Sub-Committee:

Cllr Anne Boswell

Cllr Theresa Gibson

Cllr Ian Newton

Cllr Kate Tippen

(1 vacancy)