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 Monday 30th November 2026 commencing at 1.00pm in the Parish Office meeting room, Marden Memorial Hall, Goudhurst Road, Marden.

Alison Hooker

Alison Hooker (Mrs)
Clerk to Marden Parish Council
24th November 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

27/26 PRESENT

28/26 APOLOGIES
Cllrs to inform the Clerk of any apologies by 9am on 30th November.

29/26 COUNCILLOR INFORMATION
Declaration of Interest
Granting of Dispensation

30/26 MINUTES OF PREVIOUS HR SUB-COMMITTEE MEETING
Cllrs to receive, and agree, the minutes of the HR Sub-Committee meeting held on 15th October 2026.

31/26 NOTES OF MEETING HELD ON 11TH NOVEMBER 2026
Cllrs met on 11th November 2026 to review the Clerk and Deputy Clerk's role. Cllrs to receive the notes and items raised to be discussed under confidential item 033/26.

32/26 NON-CONFIDENTIALSTAFFING/OFFICE ISSUES

Office Issues:

To be raised at the meeting if required.

Staff Issues:

To be raised at the meeting if required.

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.

33/26 CONFIDENTIAL STAFFING ISSUES

Meeting held on 11th November

Cllrs to discuss the job profile review and propose recommendations to the Finance Committee.

Update from Appraisals

Appraisals undertaken on four members of staff. Updates to be given to the meeting.

Update from Exit Interview

Cllrs to be given an update following the exit interview with the Facilities Administrator.

Proposals for 2027/28 Salaries

Cllrs to discuss and agree proposals of 2027/27 salaries to the Finance Committee.

Other Confidential Staffing Issues

Cllrs to discuss any other staffing issues which may be raised.

Cllrs on HR Sub-Committee:
Cllr Anne Boswell
Cllr Theresa Gibson
Cllr Ian Newton
Cllr Kate Tippen
(1 vacancy)