



**MINUTES OF THE MEETING OF MARDEN PARISH COUNCIL HUMAN RESOURCES SUB-COMMITTEE MEETING ON 15<sup>TH</sup> AUGUST 2022 HELD IN THE PARISH OFFICE MEETING ROOM, MARDEN MEMORIAL HALL, GOUDHURST ROAD, MARDEN COMMENCING AT 3.00PM**

**10/22 PRESENT**

Cllrs Boswell, Newton and Tippen were in attendance. The Clerk was also present.

**11/22 APOLOGIES**

Cllr Burton had given his apologies

**12/22 COUNCILLOR INFORMATION**

**Declaration of Interest**

There were no declarations of interest

**Granting of Dispensation**

There were no requests for dispensation

**13/22 MINUTES OF PREVIOUS HR SUB-COMMITTEE MEETING**

The minutes of the meeting held on 17<sup>th</sup> June 2022 were agreed and signed as a true record.

**14/22 STAFFING/OFFICE ISSUES**

**Office Issues**

New Storage Area

The new storage area was due to be completed by 25<sup>th</sup> August. The Hall Caretaker would be asked to paint before any cabinets etc were moved through. The office staff were due to close the office on 5<sup>th</sup> September to rearrange the furniture etc to enable a desk to be placed in the office for the Admin Assistant.

**Other Staffing/Office Issues**

NALC Dignity at Work Policy

NALC Civility and Respect Pledge

NALC had circulated information on the above and Cllr Tippen requested that Marden Parish Council adopt the pledge. It was agreed to view the new policy with MPC's current document and meet again to discuss further before putting both before the October Full Council.

Other

The Clerk was asked to investigate if KALC/SLCC held HR training/webinars for Cllrs and herself to attend.

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 was be closed and all the following discussed under Part II Confidential meeting.**

No members of the public were in attendance

**15/22 STAFF ADDITIONAL HOURS/PAYMENT**

Cllrs agreed to put to Full Council additional payments to the office staff for hours works over the Jubilee weekend etc

**16/22 STAFFING ISSUES****Other Staffing Issues**Staff Sickness

The Clerk reported on the long term sickness absence of the Village Caretaker.

Additional work

Cllrs discussed the increase in office working hours by the Admin Assistant and what duties could be performed.

The Clerk reported on additional work being undertaken outside of Parish Council work for the Deputy Clerk.

There being no further business the meeting closed at 12.10pm.

Signed

Date

Cllr Kate Tippen

Chairman, MPC HR Sub-Committee

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