



## **MINUTES OF THE HUMAN RESOURCES SUB-COMMITTEE HELD ON TUESDAY 2<sup>ND</sup> JANUARY 2018 IN THE PARISH COUNCIL OFFICE, GOUDHURST ROAD, MARDEN COMMENCING AT 6.50PM**

*It was proposed by the Chairman, and agreed, that the Confidential Part of the HR Committee meeting would be held prior to the open meeting as the content was necessary for the Finance Meeting commencing at 7.30pm.*

The meeting was closed for the following items and 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 BUSINESS TO BE TRANSACTED"**.

### **Min No**

- 51/18 **PRESENT:** Cllrs Boswell, Mannington and Tippen (in the Chair). Cllr Jones and the Clerk were also in attendance.
- 52/18 **APOLOGIES:** Cllr Brown had given her apologies.
- 53/18 **DECLARATIONS OF INTEREST:** There were no declarations of interest.
- 54/18 **GRANTING OF DISPENSATION** – There were no requests for dispensation of any item on this agenda
- 55/28 **MINUTES OF THE PREVIOUS MEETING-** The minutes of the meeting held on 16<sup>th</sup> May, 31<sup>st</sup> October and 5<sup>th</sup> December were agreed as true records.
- 56/18 **STAFFING ISSUES**
- (a) **Village Caretaker:**  
Increase in Weekly Hours – as agreed at the meeting on 5<sup>th</sup> December the village caretaker's hours would increase from 15 to 20. The caretaker was in agreement with this and his contract would be amended accordingly.  
Update from Appraisal – Cllr Tippen provided an update to Cllrs.  
Salary for 2018/19 – The salary was discussed and proposed to be put before the Finance Committee.
- (b) **Cemetery Caretaker:**  
Update from Appraisal – Cllr Tippen provided an update to Cllrs.  
Salary for 2018/19 – The salary was discussed and proposed to be put before the Finance Committee.
- (c) **Clerk:**  
Additional Hours – The Clerk had worked additional hours and had been unable to take these as flexi due to Jury Service and Christmas. Cllrs therefore proposed that some hours be carried over to 2018 and the remainder paid as salary.  
Update from Appraisal – Cllr Tippen provided an update to Cllrs.  
Salary for 2018/19 – The salary was discussed and proposed to be put before the Finance Committee.
- (d) **Assistant Clerk:**  
Update from Appraisal – Cllr Tippen provided an update to Cllrs.

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Salary for 2018/19 – The salary was discussed and proposed to be put before the Finance Committee.

57/18 **STAFFING ISSUES**

- (a) Pensions: The percentage contribution was due to increase in April 2018 and Cllrs agreed to contribute 2½% of staff salaries.
- (b) The Finance Committee would be asked to consider the rate of inflation to be used in future calculations of salary increases.

The Confidential meeting was closed at 7.18pm when the open meeting of the HR Sub-Committee commenced.

**Min**  
**No**

44/18 **PRESENT:** Cllrs Boswell, Mannington and Tippen (in the Chair). The Clerk and Cllr Jones were also in attendance.

45/18 **APOLOGIES:** Cllr Brown gave her apologies.

46/18 **DECLARATIONS OF INTEREST:** There were no declarations of interest

47/18 **GRANTING OF DISPENSATION** – No request for dispensation was requested.

48/18 **IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING:** No members of the public were in attendance.

49/18 **MINUTES OF PREVIOUS MEETING**– Minutes of the meeting held on 31<sup>st</sup> October and 5<sup>th</sup> December 2017 were agreed as true records.

50/18 **COUNCIL ISSUES:**

- (a) Review of MPC HR Policies:  
The policies which had been outstanding were the Disciplinary and Grievances Policies which had been amended and combined along with the Advice Note for the Protocol of Hearings.  
Staff Attendance Policy would be redrafted which would include all types of absence and hours of working.
- (b) Agreement of new MPC HR Policies:  
The Clerk had drafted new policies and circulated to Cllrs. It was agreed that at the next HR meeting Cllrs would discuss these in more detail.

There being no further business the meeting closed at 7.27pm

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