



**MINUTES OF THE HUMAN RESOURCES SUB-COMMITTEE HELD ON TUESDAY
2ND APRIL 2019 IN THE PARISH OFFICE MEETING ROOM, GOUDHURST ROAD,
MARDEN COMMENCING AT 3PM**

72/19 PRESENT

Cllrs Boswell, Jones, Mannington and Tippen (in the Chair) were in attendance. The Clerk was also in attendance.

73/19 APOLOGIES

There were no apologies

74/19 DECLARATIONS OF INTEREST

There were no declarations of interest

75/19 GRANTING OF DISPENSATION

There were no requests for dispensation

76/19 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

No members of the public in attendance

77/19 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 17th December 2018 and 26th February 2019 were agreed and signed as true records.

78/19 DEPUTY CLERK POSITION

Cllrs discussed the following:

Interview Questions

The Clerk had circulated the draft questions which had been discussed at the previous HR meeting. There were a couple of amendments to make but following this all Cllrs agreed the format.

Interview Panel

Cllr Jones stated that he did not wish to be on the interview panel and was happy for the three other Cllrs to take the role. It was agreed that Cllr Tippen will conduct the interviews and ask questions with either Cllr Mannington or Cllr Boswell taking notes. The Clerk would also be in on the interviews but would not be part of the panel.

Interview Dates

It was proposed that interviews would be held on 9th and 11th April. A further HR Sub-Committee meeting would be held on 23rd April to discuss the outcome

79/19 OTHER OFFICE ISSUES

Cllr Tippen raised the subject of office cleaning and had someone in mind to be approached if other Cllrs were in agreement. This was confirmed and the person would be contacted with the view to undertaking the cleaning for 1 hour per week.

The non-confidential part of the HR Sub-Committee meeting closed at 3.21pm

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”.

80/19 PRESENT

Cllrs Boswell, Jones, Mannington and Tippen (in the Chair) were in attendance. The Clerk was also in attendance.

81/19 APOLOGIES

There were no apologies

82/19 DECLARATIONS OF INTEREST

There were no declarations of interest

GRANTING OF DISPENSATION

There were no requests for dispensation

83/19 MINUTES OF PREVIOUS MEETING

The Minutes of the confidential meeting held on 17th December 2018 were agreed and signed as a true record.

84/19 DEPUTY CLERK APPLICATIONS

The applications received were discussed by Cllrs at the meeting and agreed that all should be invited for interview. The time slots were allocated and the Clerk would write to the applicants.

A confidential item will be raised at Full Council when Cllrs would be informed verbally of the names of applicants and asked to agree the HR Sub-Committee Cllrs making a recommendation to all Cllrs via email of the successful candidate (no names will be given over email).

85/19 OTHER HR ISSUES

The Clerk had revised the cemetery caretaker's contract in light of his reduction of hours

There being no further business the meeting closed at 4pm.

Date:

Signed:

Cllr Kate Tippen

Chairman, HR Sub-Committee

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