



**MINUTES OF THE MEETING OF MARDEN PARISH COUNCIL HUMAN RESOURCES
COMMITTEE ON TUESDAY 29TH SEPTEMBER 2015 HELD IN THE PARISH MEETING ROOM,
GOUDHURST ROAD, MARDEN COMMENCING AT 7.00PM**

**Min
No**

- 15/15 **PRESENT:** Cllrs Boswell, Brown, Tippen and Reed. The Clerk was also in attendance. Cllrs Mannington and Turner arrived during the meeting.
- 16/15 **APOLOGIES:** There were no apologies
- 17/15 **DECLARATIONS OF INTEREST:** Cllr Reed declared an interest in item 21/15 as a Trustee of Marden Memorial Hall.
- 18/15 **GRANTING OF DISPENSATION** – There were no requests for dispensation
- 19/15 **IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING:** No members of the public were in attendance.
- 20/15 **MINUTES OF PREVIOUS MEETING HELD ON 7TH JULY 2015** – were agreed and signed as a true record
- 21/15 **COUNCIL ISSUES:**
Parish Council New Policies
 Appraisal Policy - agreed
 Risk Schedule – Southons Field needed to be added to the list of grounds and tree risk assessments
 Training Policy – Cllr Tippen asked that new cllr training be added in more detail
 Scheme of Delegation
 The above four documents had been circulated to all Cllrs in draft format and were viewed and recommended for adoption by Full Council at the October meeting
7.15pm Cllr Mannington arrived
Staffing time on Memorial Hall work – the Parish Council is due to commence paying office rent to Marden Memorial Hall from October. The Clerk had provided a time recording for the past six months. Cllrs viewed this and asked the Clerk to put together a report to the Memorial Hall Management Committee of the time taken for hall work, hourly rate and any photocopying/printing which had been undertaken. It would then be proposed that this amount be deducted from the parish council office rent.
7.25pm Cllr Turner arrived

There being no further business the meeting closed at 7.30pm

Signed: Date:
 Chairman, Marden Parish Council

**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:**

22/15 **PRESENT:**

23/15 **APOLOGIES**



24/15 **DECLARATIONS OF INTEREST**

25/15 **GRANTING OF DISPENSATION** – Request for dispensation of any item on this agenda

26/15 **MINUTES OF THE MEETING HELD ON 7TH JULY 2015** – to be agreed and signed as a true record

27/15 **STAFFING ISSUES**

- (a) Staff Appraisals
- (b) Village Caretaker
- (c) Cemetery Caretaker
- (d) Office Staff
- (e) Pensions

28/15 **OTHER HR ISSUES**

