



**DRAFT MINUTES OF THE MEETING OF MARDEN PARISH COUNCIL HUMAN RESOURCES SUB-COMMITTEE MEETING ON 12<sup>TH</sup> DECEMBER 2023 HELD IN THE PARISH OFFICE MEETING ROOM, MARDEN MEMORIAL HALL, GOUDHURST ROAD, MARDEN COMMENCING AT 9.30AM.**

**10/23 PRESENT**

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

**11/23 APOLOGIES**

There were no apologies.

**ABSENT**

Cllr Newton.

**12/23 COUNCILLOR INFORMATION**

**Declaration of Interest**

There were no declarations of interest.

**Granting of Dispensation**

There were no requests for dispensation.

**13/23 MINUTES OF PREVIOUS HR SUB-COMMITTEE MEETING HELD ON 12<sup>TH</sup> OCTOBER 2023**

The Minutes of the meeting held on 12<sup>th</sup> October 2023 were agreed and signed as a true record.

**14/23 STAFFING/OFFICE ISSUES**

**Office Issues**

No office issues were raised.

It was confirmed that Cllrs had agreed at the November Full Council meeting that all Cllrs would have .gov emails and Microsoft 365. The Clerk would contact CloudyIT to set up in the New Year.

**Staffing Issues**

Admin Assistant Probation Period

It was reported that the Admin Assistant's probation period had ended on 16<sup>th</sup> November 2023. The Chairman had met with her and the Clerk had sent a letter to confirm her employment.

**15/23 LOCAL COUNCIL AWARD SCHEME**

**Quality Gold Level**

The Chairman agreed to draft a statement and report back to HR Sub-Committee before the relevant Full Council meeting..

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

**16/23 STAFFING ISSUES**

2024 Minimum Wage

Cllrs discussed the minimum wage increase from 1<sup>st</sup> April 2024. It was proposed that all employees would be on the National Association of Local Council's salary scale and therefore would be paid above the minimum wage.

**Other Staffing Issues**

Cllrs discussed annual leave and flexi hours for 2023/24.

There being no further business the meeting closed at 10.10am

Signed  
Date  
Cllr Kate Tippen  
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