



**MINUTES OF THE HUMAN RESOURCES SUB-COMMITTEE HELD ON TUESDAY 3<sup>RD</sup> MAY 2016 IN THE PARISH COUNCIL MEETING ROOM, GOUDHURST ROAD, MARDEN COMMENCING AT 6.45PM**

- 50/16 **PRESENT:** Cllrs Boswell, Mannington, Reed and Tippen were present. The Clerk was in attendance.
- 51/16 **APOLOGIES FOR ABSENCE:** There were no apologies for absence.
- 52/16 (a) **DECLARATION OF INTEREST:** There were no declarations of interest  
(b) **COUNCILLORS REGISTER OF INTEREST** There were no amendments to the Register of Interests.
- 53/16 **GRANTING OF DISPENSATION:** There were no requests for dispensation
- 54/16 **IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING:** No member of the public was in attendance.
- 55/16 **MINUTES OF PREVIOUS MEETING HELD ON 1<sup>ST</sup> DECEMBER 2015 AND 8<sup>TH</sup> MARCH 2016**  
The minutes of the HR Sub-Committee meetings held on 1<sup>st</sup> December 2015 and 8<sup>th</sup> March 2016 were agreed and signed as a true record.
- 56/16 **COUNCIL ISSUES:**  
**Storage:** The Clerk had raised concerns that space was limited for storage of files etc. It was proposed that time be set aside to go through the documents stored at The Allens and then look to transfer some of the older papers from the office to The Allens. Several Cllrs would assist the Clerk and Assistant Clerk.  
**Office Telephone:** Problems had been experienced with messages being left on the answerphone which were difficult to hear as were distorted. Cllr Tippen would investigate options available. The Clerk also asked whether a new office mobile could be purchased as the current one was very out of date and could not take pictures or easily text – it was agreed to look into prices for a Pay As You Go Smart Phone.  
**Computers/Laptops:** The Assistant Clerk had commented that she was experiencing problems with one of the office laptops. Cllr Newton has assisted with the IT support in the past however due to work/personal commitments Cllrs felt that an IT Service would be brought in to look at trying to upgrade both laptops and install Microsoft Office. The Clerk would report back with costings and Cllr Newton was thanked for all his help.

**Other: Policies:** The Discipline and Grievance Policy and Procedures need to be reviewed and new policies need to be drafted for social media usage.

There being no further business the meeting closed at 19.15pm

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:**

57/16 **PRESENT:**

58/16 **APOLOGIES:**

59/16 **DECLARATIONS OF INTEREST:**

60/16 **GRANTING OF DISPENSATION**

61/16 **MINUTES OF THE MEETING HELD ON 1<sup>ST</sup> DECEMBER 2015 TO BE AGREED AND SIGNED**

62/16 **STAFFING ISSUES**

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

63/16 **OTHER HR ISSUES:**