



**DRAFT MINUTES OF THE MEETING OF MARDEN PARISH COUNCIL HUMAN RESOURCES SUB-COMMITTEE MEETING ON 2<sup>ND</sup> NOVEMBER 2020 HELD VIRTUALLY AT 10.00AM**

**009/20 PRESENT:**

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

**010/20 APOLOGIES:**

There were no apologies

**011/20 CLLR INFORMATION**

**Declarations of Interest**

There were no declarations of interest

**Changes to Cllrs Register of Interest**

There were no changes to Cllrs Registers of Interest

**Granting of Dispensation**

There were no requests for dispensation on any item on this agenda

**012/20 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING**

There were no members of the public in attendance.

**013/20 MINUTES OF PREVIOUS HR SUB-COMMITTEE**

Agreement of the minutes of previous meetings would be deferred until a future date.

**014/20 STAFFING/OFFICE ISSUES**

**Office Working**

Although both Clerks had agreed, with Cllrs approval, to arrange appointment only face to face meetings with members of the public if required the changes to the CoVid-19 Lockdown legislation meant that this would need to be deferred until at least December.

**Self-Assessment for Home Working**

The Clerk had provided details to the Deputy Clerk to undertake a self-assessment of the home/office set up. The Clerk would also complete. A report would be submitted to the HR Sub-Committee once these had been completed.

**Other**

Following attendance at a virtual Finance Conference, the Parish Council's insurers stated that all office equipment would be covered by the PC's insurance. However, it was advisable to inform own home insurers of this.

Cllr Jones had seen an article regarding tax relief for home working and the Clerk would look into this.

The Clerks could apply for home working payments. However, the Clerk felt that as she was not having to drive into the office this was saving money and therefore would not claim. The Deputy Clerk would be contacted in regard to home working payment.

**Part I of the Meeting was closed and the Chairman moved to Part II Confidential. As there were no members of the public in attendance the meeting continued.**

## **015/20 MINUTES OF PREVIOUS HR CONFIDENTIAL SUB-COMMITTEE MEETING**

Agreement of minutes would be deferred until a future date.

### **16/20 STAFF ISSUES**

#### **Performance Reviews**

The Clerk left the meeting whilst the following item was discussed

#### Clerk and Deputy Clerk Performance Reviews

Cllr Mannington had undertaken the reviews of both the Clerk and Deputy Clerk and reported to Cllrs any issues raised.

The Clerk returned to the meeting

#### Village and Cemetery Caretakers Performance Reviews

Cllr Tippen had undertaken the reviews of both caretakers and reported to Cllrs any issues raised.

#### Report to Finance Committee

Cllrs proposed, and agreed, that the following recommendations would be put before Finance Committee Cllrs:

Both Clerk and Deputy Clerk, for going over and above their duties in the past six months, be awarded one salary scale point increment in April 2021

Both the Village Caretaker and Cemetery Caretaker be awarded a percentage increase to their hourly rate based on the percentage increase applied to the Clerks salary scales.

The Deputy Clerk be permitted a further 12 months to complete the ILCA qualifications.

#### **Other**

Cllrs agreed that the following further recommendations be put before Finance Committee Cllrs:

The Cemetery Caretaker had asked that Cllrs consider purchasing a new leaf blower.

Cllrs to consider appointing an administrative assistant/support for 5 hours per week to assist the Clerks with general office duties

Cllrs to consider budgeting for a file sharing/cloud system to assist the Clerks in their role

There being no further business the meeting closed at 10.40pm

Signed

Date

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The next meeting of the Full Council will be held on 13<sup>th</sup> October 2020