



**MINUTES OF THE HUMAN RESOURCES SUB-COMMITTEE HELD ON  
TUESDAY 16<sup>TH</sup> MAY 2017 IN THE PARISH COUNCIL MEETING  
ROOM, GOUDHURST ROAD, MARDEN COMMENCING AT 6.30PM**

**Min  
No**

- 01/17 **ELECTION OF CHAIRMAN:** It was proposed, and agreed, that Cllr Tippen be elected as Chairman for the forthcoming year.
- 02/17 **PRESENT:** Cllrs Childs, Brown and Tippen. The Clerk and Cllr Turner were also in attendance.
- 03/17 **APOLOGIES:** Cllrs Boswell and Mannington have their apologies
- 04/17 **DECLARATIONS OF INTEREST:** There were no declarations of interest
- 05/17 **GRANTING OF DISPENSATION** – No request for dispensation was requested.
- 06/17 **IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING:** No members of the public were in attendance.
- 07/17 **MINUTES OF PREVIOUS MEETING**– Minutes of the meetings held on 17<sup>th</sup> January and 9<sup>th</sup> May 2017 were agreed and signed as true records.
- 08/17 **COUNCIL ISSUES:**
- (a) Disciplinary & Grievances Procedures – Cllr Tippen and the Clerk had amalgamated the relevant information into the two procedures and these would be circulated to Cllrs.
  - (b) Pension Contributions – The pension contributions for employees would increase to a total contribution of 5% from October 2017 with a minimum contribution of 2% by the employer. A further increase in October 2017 would be to a total contribution of 8% - noted
  - (c) Village Caretaker Job Description – The Clerk had circulated an updated job description for the new post and this was agreed.
  - (d) Review of MPC HR Policies and Procedures: The Clerk would read through the remaining policies and bring to the next HR meeting for agreement of any amendments.

**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:**

**Min  
No**

- 09/17 **PRESENT:**
- 10/17 **APOLOGIES:**
- 11/17 **DECLARATIONS OF INTEREST:**
- 12/17 **GRANTING OF DISPENSATION** – Request for dispensation of any item on this agenda
- 13/17 **MINUTES OF THE MEETING HELD ON 17<sup>TH</sup> JANUARY AND 9<sup>TH</sup> MAY** – to be agreed and signed as a true record

14/17 **STAFFING ISSUES**

- (a) Caretaker Issues
- (b) Office Staff Issues
- (c) Staff Appraisals
- (d) Pension contribution increase

15/17 **OTHER HR ISSUES**

There being no further business the meeting closed at 6.50pm

Signed: ..... Date:  
Cllr Kate Tippen  
Chairman, HR Sub-Committee

Agreed 31st October 2017