



**MINUTES OF THE MEETING OF THE MARDEN PARISH COUNCIL
HUMAN RESOURCES SUB-COMMITTEE ON TUESDAY 7TH JULY 2015
IN THE PARISH COUNCIL MEETING ROOM, MARDEN AT 7.00PM**

Min
No

01/15 **PRESENT:** Cllrs Boswell, Reed (in the Chair) and Tippen. Cllr Brown and the Clerk was also in attendance.

02/15 **APOLOGIES:** Apologies were received from Cllr Mannington.

03/15 **DECLARATIONS OF INTEREST:** There were no declarations of interest

04/15 **GRANTING OF DISPENSATION** – There were no requests for dispensation of any item on this agenda

05/15 **IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING:** No member of the public were in attendance.

06/15 **MINUTES OF PREVIOUS MEETING HELD ON 21ST APRIL 2015** – These minutes were agreed and signed as a true record.

07/15 **COUNCIL ISSUES:**

Hall: The Clerk had kept a time recording of all work undertaken during Parish Council office hours for the Memorial Hall. In six weeks this amounted to approximately 22 hours. This would continue until the next Finance meeting as more work may be incurred regarding the hall roof etc.

Work Experience: Jacob Smith and Jack Velvick had worked in the office dealing with administrative tasks regarding play scheme, cemetery, Neighbourhood Plan and had also attended meetings and visited the cemetery and playing field to plot areas of proposed future developments.

There being no further business the meeting closed at 7.15pm

Signed:
Chairman, Marden Parish Council

Date:

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:



08/15 **PRESENT:**

09/15 **APOLOGIES**

10/15 **DECLARATIONS OF INTEREST**

11/15 **GRANTING OF DISPENSATION** – Request for dispensation of any item on this agenda

12/15 **MINUTES OF THE MEETING HELD ON 21ST APRIL 2015** – to be agreed and signed as a true record

13/15 **STAFFING ISSUES**

(a) Staff Appraisals

(b) Village Caretaker

(c) Cemetery Caretaker

(d) Office Staff:

(i) Assistant Clerk Contract – amendments

(ii) Assistant Clerk Job Description - amendments

(e) Pensions

14/15 **OTHER HR ISSUES**

