



**MINUTES OF THE HUMAN RESOURCES SUB-COMMITTEE HELD ON TUESDAY 5<sup>TH</sup> DECEMBER 2017 IN THE PARISH COUNCIL OFFICE, GOUDHURST ROAD, MARDEN COMMENCING AT 1.30PM**

**Min No**

- 30/17 **PRESENT:** Cllrs Boswell, Mannington and Tippen. The Clerk was also in attendance.
- 31/17 **APOLOGIES:** Cllr Brown gave her apologies.
- 32/17 **DECLARATIONS OF INTEREST:** There were no declarations of interest
- 33/17 **GRANTING OF DISPENSATION** – No request for dispensation was requested.
- 34/17 **IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING:** No members of the public were in attendance.
- 35/17 **MINUTES OF PREVIOUS MEETING**– Minutes of the meetings held on 31<sup>st</sup> October 2017 were deferred until the next HR Sub-Committee meeting on 2<sup>nd</sup> January 2018.
- 36/17 **COUNCIL ISSUES:**  
(a) **Key for Memorial Hall**  
The Memorial Hall Trustees had appointed Hannah Cale as the new Facilities Manager working 10 hours a week. Some of these hours were needed to be office based and majority of the paperwork was being stored in a filing cabinet in the Parish Office Meeting Room along with having access to the Parish Council photocopier and printer. Cllrs therefore agreed that Hannah would be provided with a key to the external door and the meeting room door to be able to gain access to hall papers if the Clerk was not in attendance. No access to the Parish Council office would be permitted.

The meeting was then closed for the following items and 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 BUSINESS TO BE TRANSACTED"**.

**Min No**

- 37/17 **PRESENT:** Cllrs Boswell, Mannington and Tippen. The Clerk was also in attendance.
- 38/17 **APOLOGIES:** Cllr Brown had given her apologies.
- 39/17 **DECLARATIONS OF INTEREST:** There were no declarations of interest.
- 40/17 **GRANTING OF DISPENSATION** – There were no requests for dispensation of any item on this agenda
- 41/17 **MINUTES OF THE MEETING HELD ON 31<sup>ST</sup> OCTOBER** – were deferred to the next HR Sub-Committee meeting.

42/17 **STAFFING ISSUES**

- (a) Village Caretaker:  
Additional Hours: Due to the village caretaker having to play catch up with some of the work still outstanding when he was first employed together with additional work having to be undertaken he had worked additional hours. Cllrs therefore agreed that these additional hours would be paid, minus PAYE/NIC.  
The timesheets had been viewed and the Clerk averaged the hours worked by the caretaker to approx. 20 hours per week. Therefore Cllrs proposed that from 1<sup>st</sup> January the hours be increased from 15 to 20 and this would be amended in the caretaker's contract. This proposal would be reported to the Finance Meeting on 2<sup>nd</sup> January.
- (b) Cemetery Caretaker:  
No issues had arisen
- (c) Clerk:  
Jury Service: The Clerk was due to attend jury service for two weeks commencing 11<sup>th</sup> December. As this situation had not arisen before Cllrs wished to have the details as to paying employee's salary agreed and put into a policy and the details of the paying structure were discussed.
- (d) Assistant Clerk:  
No issues had arisen.

There being no further business the meeting closed at 2.30pm.

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