



HEADCORN PARISH COUNCIL

The Parish Office, Headcorn Village Hall, Church Lane, Headcorn, TN27 9NR
Tel: 01622 892496 Email: clerk@headcornpc.org.uk

Minutes of the Staffing Committee Meeting held on Thursday 1st August 2019 at 6.45pm in the Village Hall (House Meeting Room) Headcorn.

Those present: Cllrs Dungey, Pyman, James and Selby.

Clerk: Caroline Carmichael

There were no members of the public present.

1. **Election of Chair**

The committee were asked for nominations for Chair. Cllr Caroline James was proposed by Cllr Selby and seconded by Cllr Pyman. There were no other nominations and Cllr James was duly elected.

2. **Election of Vice Chair**

The committee were asked for nominations for Vice Chair. Cllr Pyman was proposed by Cllr Dungey and seconded by Cllr Selby. There were no other nominations and Cllr Pyman was duly elected.

3.

- a. **Apologies for absence** there were none received and Cllr Tull was absent.
- b. **To seek notification on whether anyone intends to film, photograph or record any items of this meeting** There were none.
- c. **Declaration of Changes to the Register of Interests** There were none recorded.
- d. **Declarations of Pecuniary Interest or other Interests as defined by the Kent Code of Conduct and the Localism Act 2011 on any items on the Agenda** There were none recorded.
- e. **Requests for Dispensations** There were none recorded.
- f. **Declarations of Lobbying** There were none recorded.

4. **Public Session** – Minute book closed.

5. **The minutes of the meeting held on Tuesday 29th January 2019** were approved and signed by the Chairman after a typographical error in Cllr Tulls name was corrected.

6. **Matters arising**

There were no matters arising, though the Chair wished it to be noted that additional income for assistance to the Clerk had been recommended to Full Council and it had been approved and included in the budget for 2019/20

James

22/1/20 20



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7. To discuss appointment of an Assistant Clerk and agree succession plan for Clerk

The Chair began by noting the current Clerk would be retiring from the post by the end of October 2020. In order to ensure a smooth transition for the Council it is proposed that an assistant Clerk be sought with the intention to move that individual into the role of Clerk upon the incumbent's retirement.

After lengthy discussion the following points were agreed and would be recommended to Full Council:-

1. To appoint an assistant to the Clerk
2. Initial hours of 20 per week
3. The budget for the appointment would be in the region of £25,000 to £27,500 dependent on experience plus pension costs at circa £500 per annum. The salary would be pro rata for 20 hours.
4. The matter going forward would be managed by a working group consisting of Cllrs James, Dungey, Pyman & Selby and this would include but not be limited to:-
 - a. Succession plan
 - b. Advert
 - c. Job description and responsibilities
 - d. Interviews
 - e. Appointment

It was agreed that the matter would be presented at August Full Council and the Clerk will propose a bench mark salary that will be circulated to the committee.

8. Matters for information, urgent matters at the discretion of the Chairman for noting only or any items for further discussion at the next meeting.

The Chair noted that the Terms of Reference for the committee should be reviewed. The Clerk will circulate and if no changes are required approval will be agreed by email.

There being no further matters for discussion the meeting was closed at 7:49 hrs

Approved:

James

Date:

22/1/2020