



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 Wednesday 22nd January 2020 at 6.15pm in the Village Hall (House Meeting Room) Headcorn.

Those present: Cllrs Dungey, James and Pyman.

Clerk: Caroline Carmichael

Assistant Clerk Stefan Christodoulou

There were no members of the public present.

1.
 - a. Apologies for absence were received and accepted from Cllr Selby.
 - 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.
2. Public Session – Minute book closed.
3. The minutes of the meeting held on 1st August 2019 were approved and signed by the Chairman.
4. Matters arising
There were no matters arising, though the Chair wished it to be noted that the post of Assistant Clerk had been filled and the applicant had started with the Council on 6th January 2020.
5. To discuss appointment of an additional Assistant Lengthsman and agree action required

The Chair began by giving an outline for the reason for the creation of this post. The current lengthsman has been consistently working at circa 40 hours a week and due to personal reasons wishes to reduce this to 20 per week. It is therefore proposed that the Council appoint a part time assistant lengthsman to cover the other 20 hours.

Budget will be unaffected.

It was agreed that the post could be advertised, and the role would be paid at the current minimum wage of £8.21 per hour. It was note that the minimum wage will increase to £8.72 on 1st April 2020.



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The closing date for applications would be set as 3 weeks from date the advert is placed.
Clerk to action.

6. **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 committee will need to conduct an annual salary review for April 1st and a date of Monday 17th Feb at 6:15pm was agreed.

There being no further matters for discussion the meeting was closed at 18:35 hrs

Approved:

Date: 13th February 2020