



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 of Headcorn Parish Council meeting held remotely on Monday 27th July 2020 at 6pm

Those in attendance: Cllrs Hancock, Selby & Thomas

Clerk: Caroline Carmichael
Assistant Clerk: Stefan Christodoulou

It is noted that the Clerk had publicised the meeting and invited attendees to contact the Clerk if they wished to be admitted to the online meeting. There were no requests to join the meeting.

1. (a) **Apologies for absence received and confirmed by the Council** were received from Cllrs Pyman and Walker.
(b) **Enquiry whether anyone intends to film, photograph, or record during this meeting.** There were none recorded.
(c) **Declaration of changes to the Register of Interests.** There were none recorded.
(d) **Declarations of pecuniary or significant interest regarding 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 (Meeting adjourned – minute book closed)**
3. **The minutes of the meeting held on 22nd June 2020** were approved and will be signed by the Chairman and passed back to the Clerk's office for filing, given the remote nature of the meeting.
4. **Matters arising**
There were no matters arising.
5. **To discuss the appointment of an Assistant Parish Clerk**
The Committee discussed the role and agreed that it should be advertised at 16 hours per week and a starting salary of £26,999 (Pro rata for 16 hours £11,675).
The format of the advertisement was agreed and will be released by the Clerk on Wednesday 29th July with a closing date of 21st August 2020.
6. **To discuss the appointment of a Lengthsman**
The committee further discussed this matter and it was agreed that the role would be advertised as outlined in the notes sent to the committee. The closing date would be August 21st and then interviews could take place in early September.





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It was further discussed that if the right candidate was identified the Council would consider offering the individual the role of Head Lengthsman, given the current incumbent is wishing to step down and undertake a reduced hours position.

Additional budget requirements were discussed, and current spend is slightly below budget and any additional expense could be met by the reduction in hours by the existing Head Lengthsman.

The Clerk will release the advert and talk to the current interested applicants.

7. To discuss training schedule and other matters pertaining to the employment of the Clerk designate.

The committee reviewed the schedule that had been circulated by the Clerk and agreed it covered what was needed.

It was further discussed and agreed that the probationary period for the current incumbent would be extended to October 6th. The committee will meet again in late September to discuss the matter further.

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.

It was noted that the Council had received formal resignation from Caroline Carmichael from her role as Clerk on 30th September 2020.

There being no further matters for discussion the meeting was closed at 19:23 hrs

Approved:

Date:

17/9/20