



## 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 13<sup>th</sup> February 2020 at 6.15pm in the Village Hall (Parish Office Meeting Room) Headcorn.

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

Clerk: Caroline Carmichael

There were no members of the public present.

1.
  - a. **Apologies for absence** there were none recorded.
  - 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 22<sup>nd</sup> January 2020** were approved and signed by the Chairman.
4. **Matters arising**  
There were no matters arising, though the Chair wished it to be noted that to date we had received two applications for the post of Assistant Lengthsman.
5. **To discuss and agree inflationary increases for all staff from agreed date of review**

It was noted that in the Council has an annual salary review date of April 1<sup>st</sup> for all employees.

It was noted that the National Minimum Wage will increase to £8.72 on April 1<sup>st</sup> 2020

The committee discussed the performance of the lengthsman and noted that both employees often perform tasks that would not normally be expected by their job description. They have both demonstrated a loyalty and commitment to both the Council and the Community that is widely acknowledged by both.



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It was agreed that it was right to reward the employees in terms of inflationary and performance related increases. The resultant increases would include 6.2% in line with the increase in the Minimum Wage, the remainder would be related to performance and the overall award would be 11%.

It was noted that the salary for the current assistant clerk would be reviewed at the end of the probationary period - 6<sup>th</sup> July 2020

The Clerk then left the room at 6.28pm for the committee to discuss the remuneration for that role.

The Clerk returned to the meeting at 6.42 pm and it was confirmed that the Clerk should move to SCP 30 on the 2018 – 2019 National Salary Award Scales.

It was noted that provision for increases had been factored into the budget for 2020/21

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 Clerk confirmed that the Senior Lengthsman would be absent from work as he needs surgery. It was discussed and agreed that a rate of full pay would be paid for a period of 6 weeks from the date of his surgery.

There being no further matters for discussion the meeting was closed at 19:02 hrs

Approved:

Date: