



## 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 22<sup>nd</sup> June 2020 at 7:00pm

Those in attendance: Cllrs James, Hancock, Pyman, 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. **Election of Chair**  
The committee were asked for nominations for Chair. Cllr Sarah Hancock was proposed by Cllr James and seconded by Cllr Pyman. There were no other nominations and Cllr Hancock was duly elected.
2. **Election of Vice Chair**  
The committee were asked for nominations for Vice Chair. Cllr Nigel Pyman was proposed by Cllr Dungey and seconded by Cllr Hancock. There were no other nominations and Cllr Pyman was duly elected.
3. (a) **Apologies for absence received and confirmed by the Council** There were none received.  
(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.
4. **Public Session (Meeting adjourned – minute book closed)**
5. **The minutes of the meeting held on 13<sup>th</sup> February 2020** were approved and signed by the Chairman.
6. **Matters arising**  
There were no matters arising.



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### 7. **To consider the Terms of Reference for the Committee and agree any changes or amendments required**

The Terms of Reference were discussed by the committee and the following amendments were agreed: -

- The Committee should consist of up to six councilors, this would include
  - Chair Parish Council
  - Vice Chair Parish Council
  - Chair of Planning Committee
  - Chair of Open Spaces Committee
  - Vice Chair Planning
  - Vice Chair Open Spaces
- It was agreed that other Councillors would be encouraged to join the committee especially if they had experience in personnel matters
- Amended to reflect the addition of an Assistant Clerk role

### 8. **To discuss and agree next steps in the recruitment process for the role of Assistant Lengthsman**

It was discussed and agreed that we would proceed with advertising for a new role and it would be defined as Lengthsmen and the hours/rate of pay would be flexible.  
The Committee are to consider this matter further after some research by the Clerk .

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

Cllr Dungey raised the issue of the post of Assistant Clerk and it was agreed this would be added to the next agenda.

It was agreed that the Clerk, Chair of Council and Chair of Staffing would discuss and agree the next steps in the training of the Assistant Clerk. Further meeting to be arranged.

There being no further matters for discussion the meeting was closed at 18:52 hrs

Approved:

Date: