



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 Monday 26th February 2018 at 6.15pm in the Village Hall (Green Room) Headcorn.

Those present: Cllr James, Cllr Dungey, Cllr Selby. Cllr Pyman arrived at 6:20pm.

Clerk: Caroline Carmichael

There was 1 member of the public present.

1.
 - a. **Apologies for absence** Cllrs D'Urso and Walker were 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.
2. **Public Session** – Minute book closed.
3. **The minutes of the meeting held on Wednesday May 31st 2017** were approved and signed by the Chairman
4. **Matters arising**
There were no matters arising
5. **To agree date for annual review of staff salaries and to discuss and agree inflationary increases for all staff from agreed date of review**

It was discussed and agreed that the Council would set an annual salary review date of April 1st for all employees.

It was noted that the National Minimum Wage will increase to £7.83 on April 1st 2018. The committee discussed average salary increases at 3%.



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Staff salaries were reviewed in light of this increase and agreed that the following increases would apply:-

Lengthsman	4%
Assistant Lengthsman	4.3%
Clerk	To move to next scale point on the 2016 – 2018 National Salary Award Scales

It was noted that provision for increases had been factored into the budget for 2018/19.

6. **To consider an increase in the working hours of Assistant Lengthsman from part time to full time.**

The Committee discussed the proposal to increase the working hours of the Assistant Lengthsman from part time (15 hours) to full time (40 hours). Monday to Friday 7 hours per day and Saturday 3 hours.

The Clerk confirmed in recent months that the Assistant Lengthsman had taken on many jobs that the Council had previously had to employ a contractor to undertake, so although we have seen an increase in salaries there has been a reduction in the Open Spaces spend. The Clerk made a number of suggestion for other work that the lengthsman will be able to take on going forward again saving money on contractor's rates.

It was noted that a provision for the increase in hours had been factored into the budget for 2018/19.

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

There were no matters to discuss

There being no further matters for discussion the meeting was closed at 6:34pm

Approved:

Date: