



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, 27th March 2017 at 6.30pm in the Village Hall (Green Room), Headcorn.

Those present: Cllr James, Cllr Dungey, Cllr Selby and Cllr Pyman

Clerk: Caroline Carmichael

No parishioners present.

1. **Apologies for absence** were received and accepted from Cllr Walker and Cllr D'Urso.
To seek notification on whether anyone intends to film, photograph or record any items of this meeting There were none.
Declaration of Changes to the Register of Interests There were none recorded.
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.
Requests for Dispensations There were none recorded.
Declarations of Lobbying There were none recorded.

2. **Public Session** – Minute book closed.

3. **The minutes of the meeting held on Monday, 23rd May 2016** were approved and signed by the Chairman

4. **Matters arising**

The Chair confirmed that the work at the Lengthsmen Store on Days Green had been completed
There were no other matters arising

5. **To report change in personnel**

The Chair advised that Alan Hodge would be retiring on June 16th 2017 after 17 years' service with the Council.

The committee discussed the succession of Mr Hodge and it was proposed that Malcolm Hitchcock should be promoted to Lengthsman. The proposal was made by councillor Dungey and seconded by Councillor Pyman.

It was further agreed that a new assistant lengthsman would be employed for 6 mornings a week at 2.5 hours a day. Total 15 hours.

The committee also agreed that it would be appropriate to arrange a small leaving celebration and a gift would be presented. Clerk to look into a suitable gift.



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6. To agree rates of pay for Lengthsman & Assistant Lengthsman.

Rates of pay were discussed and agreed at
Lengthsman £8.20 per hour
Assistant Lengthsman £7.50

7. To consider how and where the post will be advertised.

The post for assistant Lengthsman would be advertised on:
Noticeboards
Website
Facebook
Newsagents

The advert would be posted immediately with a deadline of end April 2017. Clerk to arrange.

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.**

There were no matters to discuss

There being no further matters for discussion the meeting was closed at 7:12pm

Approved:

Date: