



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 Tuesday 29th January 2019 at 6.45pm in the Village Hall (House Meeting Room) Headcorn.

Those present: Cllr James, Cllr Dungey, Cllr Selby.

Clerk: Caroline Carmichael

There was 1 member of the public present.

1.
 - a. **Apologies for absence** were received and accepted from Cllrs Pyman & Tull.
 - 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 June 6th 2018** were approved and signed by the Chairman after a typographical error in Cllr Tulls name was corrected.
4. **Matters arising**
There were no matters arising
5. **To discuss and agree inflationary increases for all staff from agreed date of review**

It was noted that in 2018 the Council had approved an annual salary review date of April 1st for all employees.

It was noted that the National Minimum Wage will increase to £8.21 on April 1st 2019

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 both demonstrate a real commitment to both the Council and the community.



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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 3.1% for performance and the overall award would be 6.5%.

The Clerk then left the room at 6.55pm for the committee to discuss the remuneration for that role.

The Clerk returned to the meeting at 7.01 pm and it was confirmed that the Clerk should move to SCP 27 on the 2018 – 2019 National Salary Award Scales

It was noted that provision for increases had been factored into the budget for 2019/20

6. **To consider additional resource for holiday cover for the Clerk.**

The Committee discussed the proposal to include an additional funding resource to cover honorarium costs for administration duties, such as minute taking, when the Clerk is on annual leave.

It was agreed that the services would be paid at £15 per hour and the initial resource would be for 60 hours. This would be reviewed as required.

It was noted that a provision for the increase in hours had been factored into the budget for 2019/20

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 7:11 hrs

Approved:

Date: