



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 6th June 2018 at 6.00pm in the Village Hall (Green Room) Headcorn.

Those present: Cllr James, Cllr Dungey, Cllr Pyman, Cllr C Walker & Tull. Cllr Selby arrived at 6:20pm.

Clerk: Caroline Carmichael

There were no members of the public present.

1. Election of Chair

The committee were asked for nominations for Chair. Cllr Caroline James was proposed by Cllr Pyman and seconded by Cllr Dungey. There were no other nominations and Cllr James was duly elected.

2. Election of Vice Chair

The committee were asked for nominations for Vice Chair. Cllr Wendy Tull was proposed by Cllr Walker and seconded by Cllr Pyman. There were no other nominations and Cllr Tully was duly elected.

3.

- a. **Apologies for absence** Cllr Selby had advised that she would be arriving late. There were no other apologies.
- 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.

4. Public Session – Minute book closed.

5. The minutes of the meeting held on Monday 26th February 2018 were approved and signed by the Chairman

6. Matters arising

There were no matters arising



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7. To review Terms of Reference and agree any changes required.

The Terms of Reference were reviewed by Committee and no changes were proposed. The Committee recommend adoption of the same and the terms will be referred to Full Council on June 13th 2018 for adoption.

8. To discuss and agree a Learning & Development policy for recommendation to Full Council

The Learning and development policy was reviewed by committee and a number of changes were agreed to a line the policy more closely to the practices of Headcorn Parish Council. The Clerk will redraft and circulate to committee for approval prior to referral to Full Council on June 13th 2018

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.

There were no matters for discussion

There being no further matters for discussion the meeting was closed at 6:33pm

Approved:

Date: