



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 18th January 2021.

Those in attendance: Cllrs James, Pyman, Selby, Thomas and Thorogood. Cllr Walker joined the meeting at 6:17

Clerk: Stefan Christodoulou and Caroline Carmichael

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. (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.
2. **Public Session (Meeting adjourned – minute book closed)**
3. **The minutes of the meeting held on 26th October 2020** were discussed and confirmed as a correct record. Given the remote nature of this meeting the minutes would be signed by the Chairman and passed back to the Clerk's office for filing.
4. **Matters arising**
Cllr Selby asked that it be noted that there would be a meeting with Stefan Christodoulou to discuss the final transition in his role as Clerk, this meeting would also include a performance review for Stefan Christodoulou. The meeting would be attended by the Chair and Vice Chair of the Council and the Chair of the Staffing Committee.
5. **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.

The Chair noted that there was no requirement to remove the press or members of the public and therefore moved to Part 2 of the agenda



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Part 2 Exclusion of Public and Press –in accordance with Section 1(2) of the Public Bodies (Admission to meetings) Act 1960, the public and press are to be excluded from the meeting by the reason of the confidential nature of the items to be discussed.

1. To discuss personnel matters and agree actions required.

The matters were discussed by the members of the committee and a way forward reached by unanimous consent and the matters would be reviewed at a further meeting in early March. The Clerk's office will advise all parties concerned.

There being no further matters for discussion the meeting was closed at 18:41 hrs.

Approved:

A handwritten signature in black ink, appearing to read 'L. M. Hologood'.

Date: 17/3/21