



## 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 29<sup>th</sup> March 2021.**

Those in attendance: Cllrs James, Selby, Thomas and Thorogood.

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. Cllrs Pyman and Walker were noted as absent.
- (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 8<sup>th</sup> March 2021.**  
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.**  
The Clerk confirmed that all those salary reviews agreed at the last meeting had been conveyed to employees.
5. **To discuss and review rates of pay and pay scales for annual review date of April 1<sup>st</sup>.**

Cllr Thorogood gave the committee a briefing on the review meeting with Stefan Christodoulou. Working hours were discussed and revised to 5 days per week, 9 to 5, and meeting attendances. The opening hours to the public would remain the same as on website with the added note Clerk would be available via phone and email on a Tuesday. It was agreed from April 1st, 2021 he should move to SCP 25 on the NALC National Salary Award Scale 20-21.





## HEADCORN PARISH COUNCIL

The Parish Office, Headcorn Village Hall, Church Lane, Headcorn, TN27 9NR  
Tel: 01622 892496 Email: clerk@headcornpc.org.uk

**6. To discuss recruitment of temporary staff to support the Lengthsmen team and agree actions required.**

It was explained that the Council were taking these steps to help the Lengthsmen team through the busy summer months to cover the continued absence on one of the team.

The Committee reviewed rates of pay and fees offered by Earl Street Employment Agency in Maidstone.

It was agreed that the temporary position would be for circa 20 hours a week – to be directed as necessary by the Lengthsman and would continue through the busy summer months. The contract would be offered a week at a time. It was agreed that the Clerk would speak to the Head Lengthsmen about his requirements and the contact the agency to arrange for an advertisement to go out.

The matter would be reviewed on a regular basis by the Clerk and Committee.

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

There were no matters for information for noting.

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.

**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 matter would be reviewed at a further meeting in May.

There being no further matters for discussion the meeting was closed at 19:32 hrs.

Approved:

Date: 2/6/21