



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 in the House Meeting Room at the Village Hall on Wednesday 2nd June 2021 at 7:00pm

Those in attendance: Cllrs Mather, Pyman, Thomas and Thorogood.

Clerk: Stefan Christodoulou and Caroline Carmichael

1. Election of Chairman.

The Committee were asked for nominations for Chair. Cllr Thorogood was proposed by Cllr Thomas and seconded by Cllr Pyman. There were no other nominations and Cllr Thorogood was duly elected.

2. Election of Vice-Chairman.

The Council were asked for nominations for Vice-Chair. Cllr Thomas was proposed by Cllr Thorogood and seconded by Cllr Mather. There were no other nominations and Cllr Thomas was duly elected.

3. (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.

4. Public Session (Meeting adjourned – minute book closed)

5. The minutes of the meeting held on 29th March 2021 were discussed and confirmed as a correct record and signed by the Chair.

6. Matters arising

Recruitment of Temporary Lengthsman – The Clerk advised that the Lengthsman team would be joined by a temporary employee from Monday 7th June. The candidate had met with the Head Lengthsman and the Clerk. It was agreed the individual would work 7 hours Monday, Wednesday, and Friday. The continued employment of this extra staff would be reviewed after a period of three months.



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7. To consider the Terms of Reference for the Committee and agree any changes or amendments required.

The Terms of Reference were discussed and a change to Item 16 was agreed, and the first line would now read "to monitor the Clerk in his/her role as line manager". The TOR will be amended and referred to the next Full Council for adoption.

8. 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 on 19th July.

There being no further matters for discussion the meeting was closed at 19:35 hrs.

Approved:

Date: 19/7/21