



## 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 Monday 19<sup>th</sup> July 2021 at 6:15pm**

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

Clerk: Stefan Christodoulou and Caroline Carmichael

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 2<sup>nd</sup> June 2021** were discussed and confirmed as a correct record and signed by the Chair.
4. **Matters arising**  
**Recruitment of Temporary Lengthsman** – The Clerk gave a brief update on the role, and it was noted that the individual is doing an excellent job and has shown considerable flexibility in supporting the existing team.
5. **To discuss continued employment of retiring Clerk**  
The matter was discussed and agreed that the Clerk would be retiring on September 30<sup>th</sup>, 2021.
6. **To discuss holiday entitlements accrued during the period of the CoVID 19 lockdown and agree action required**  
The committee had reviewed guidance from ACAS “Holiday and leave during Coronavirus (COVID-19)” It was agreed that holiday entitlement accrued by the retiring Clerk would be settled as part of the final salary remuneration.  
Holiday entitlement for the Clerk and Assistant Clerk accrued over the period will be taken as part of the 2021 entitlement and if it is necessary to carry over entitlement the staffing committee will be consulted for approval of the same.  
Christmas leave was discussed, and the committee agreed that there should be staff availability over the season and it was suggested that employees should alternate leave.





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**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

There being no further matters for discussion the meeting was closed at 18:39 hrs.

A handwritten signature in black ink, appearing to read 'A. Morgan'.

Approved:

Date: 23/8/21