



## 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 Green Room at the Village Hall on Wednesday 29<sup>th</sup> September 2021 at 6:30pm

Those in attendance: Cllrs Mather, Thomas and Thorogood.

Clerk: Stefan Christodoulou and Caroline Carmichael

1. (a) **Apologies for absence received and confirmed by the Council** Apologies received from Cllr Pyman.  
(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 23<sup>rd</sup> August 2021** were discussed and confirmed as a correct record and signed by the Chair.
4. **Matters arising**  
**New Lengthsmen:** - M. Lane has accepted a permanent position with the Council and signed a contract with HPC for 21 Hours a Week as previously agreed.  
M. Hitchcock will continue on a contract of 20<sup>19</sup> Hours per week and the matter will be reviewed in the coming months in terms of work load.  
The permanent Full Time Lengthsman position will therefore be held in abeyance at this time.
5. **Correspondence**  
There were no items for discussion

*ST*  
20/6/22



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**6. To consider an extension to the employment of the retiring Clerk –**

**Proposal: - Retiring Clerk will remain in post until the end of the year (December 31) and accrued Holiday pay will be paid in January.**

Motion carried 2 to 1.

It was noted that in the future the Clerk's Office is likely to need an additional Clerk/ Assistant Clerk to cover the increased work load that is generated by the steady increase in the size of the Village and the services offered by the Council.

It is important that this is borne in mind when budgeting for the next financial year.

**7. Any other business**

There were no items of any other business

There being no further matters for discussion the meeting was closed at 18:57 hrs.

Approved:

A handwritten signature in black ink, appearing to read 'S. M. Rogge'.

Date:

2016/22