



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 Monday 20th June 2022 at 2.00pm

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

Clerk: Stefan Christodoulou and Susie Barkess

1. (a) **Apologies for absence received and confirmed by the Council.** None
(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 29th September 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 19 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.
Position has since been filled.
Retiring Clerk will remain in post until the end of the year (December 31 2021) 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. The retiring Clerk has retired and thus the issue of a further member of the Clerk's Office staff will be included as Item 8 in this meeting.
It is important that this is borne in mind when budgeting for the next financial year.
5. **Correspondence**
There were no items for discussion.



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6. **To discuss the staff contracts and to re-word them so that they are uniform across all levels of employment.** It was decided that the new contracts would specify about when over time and if over time would be needed and paid, It specified about break times in conjunction with working time directives and set out providing training as and when necessary. It was also agreed that the Head Lengthsman might benefit from a Management course and that the Clerk's Office would organise this for them.
7. **To discuss pay increases for the Lengthsmen and pay awards for Clerks.** It was agreed that the assistant Lengthsmen would receive a 2.5% pay rise in line with inflation. The Clerk and Assistant Clerk would each be moved up one pay band in lieu of a pay rise that might take till next year to be finalised.
8. **To discuss the employment of a second assistant Clerk and relevant advertising.** It was agreed that the Clerk's Office could benefit greatly from an extra Assistant Clerk which would be able to take on some of the accessory tasks that the Clerk's Office doesn't currently have the person power to deal with efficiently. The advertisement for the role will be implemented as soon as possible for a commencement of employment in September.
9. **To discuss the provision of branded work clothing for all staff.** It was agreed that once the logo was finalized we would apply to a company that provides "self-branded" clothing for all members of staff. It was felt that this would increase the visibility of the Parish Councils services in the Village whichever of the staff members were working (both Clerks and Lengthsmen). Clothing to consist of enough tops and jackets to provide the staff with full cover for any season/weather. The Clerks Office will look into clothing providers. Cllr Pyman suggested Purple clothing.
10. **Any other business**
There were no items of any other business

There being no further matters for discussion the meeting was closed at 15:00 hrs.

Approved:

Date: