



Broomfield and Kingswood Parish Council

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Minutes of the Meeting of the Parish Council Staff Committee

Minutes of a closed meeting of the Broomfield and Kingswood Parish Council Staffing Committee held at The Whispers, Whitehall Drive, Kingswood, on Wednesday 13th June 2018.

Present: Cllr Tina Clark (Chair) Cllr Mike Darling Cllr Peter Page (3)
Parish Clerk: Mrs Gail Gosden

Cllr Clark opened the meeting at 7.15pm

Min No		Action
	<i>This meeting was held at The Whispers, Whitehall Drive, Kingswood and was a closed meeting of the Staff Committee, there were no alternative meeting places available within the timescale of requirements or within an appropriate locality.</i>	
SC 27	Apologies for absence: All members present	
SC 28	Councillor Declarations: There were no Councillor declarations The Clerk declared a personal interest in item SC29 and offered to leave the room at the appropriate point of discussion. Councillors resolved that was not necessary.	
SC 29	To consider applications received for the position of Parish Clerk. Councillors discussed and agreed that all applications received to date should progress to interview. It was requested that the clerk, in her letter of invitation to interview, should reiterate the flexibility of hours of work that is required to one particular applicant.	Clerk
SC30	To determine any further actions for the recruitment of Parish Clerk Councillors discussed and confirmed the following:- (i) Starting salary is NALC – LC228-30 according to experience; (ii) Extra hours worked by agreement would be paid at the hourly rate; (iii) Holiday pay – 21days + bank holidays pro rata rising to 25 days after 5 years; (iv) The probationary period would be for 6 months and that during that period Cllr Darling would carry out monthly appraisals; (v) A pension provision via Nest would be available, Cllr Clark would make further enquiries. (vi) Initial interviews would take place at the Village Hall on 2 nd July.	Cllr Clark
SC31	Any other information (i) Cllr Darling had attended an employment seminar since the last SC meeting and recommended changes to the proposed interview questionnaire, these changes were discussed and agreed. Clerk to make amendments and circulate before interviews.	Clerk

Signed _____

(ii) Cllr Clark recommended to those present that Cllr Darling should become chair of this committee due to his experience with employment issues. Cllr Darling accepted this and his election would be an agenda item for the next Staff Committee meeting.

There being no further business Cllr Clark closed the meeting at 8.50pm

Signed _____

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