



24th June 2023
Draft Minutes of the Personnel Meeting
11.00 am Village Hall

Present

Roger Hiskey (Chairman), Paula Thornton and Sharon Marsh.
Members of the Public: 0

1. Formalities

I) Establish Quorum

The council was quorate.

II) Apologies

There were none.

III) Declarations of Interest and Dispensations

There were none.

2. Minutes to receive and approve for signature the minutes of the Council meeting held on 22 May 2023.

It was **AGREED** to sign the Minutes at the next Full Council meeting to be held in July 2023 as they were not printed out for this meeting.

Public Questions

This session will last for 15 minutes. Members of the public will have 3 minutes to ask one question or make a statement on an item on the agenda except for the minutes. Should you wish to address other issues please contact the clerk or chairman afterwards. The public are welcome to stay and observe the rest of the meeting but are reminded that they cannot take part.

There were no members of the public present.

It was resolved at 11.02, pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, that because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of the following item.

3. To consider job description and person specification.

It was **RESOLVED** to agree the job description with the following minor amendment:

“to keep members of the council informed and advised of the training courses available to them”.

It was **RESOLVED** to agree the person specification with the following minor amendment:
"Must hold the Certificate in Local Council Administration (or would be willing to study to obtain the CILCA)."

4. To agree where to advertise and agree a budget.

It was **AGREED** that the role would be advertised in the following places:

- Kent Association of Local Councils.
- East Sussex Association of Local Councils.
- Via the SLCC Kent Branch.
- Contact at Ashford Borough Council.
- Local Clerks.

5. To agree terms and conditions for the new job role (hours/rate/pension etc).

After discussion it was **RESOLVED** that:

- The hourly rate would be between SLCC spinal pay 21 to 25, depending on experience.
- Approximately 10 hours per week which would be negotiable.
- Pension – Nest at 5%.

6. Date of Next Meeting

It was **AGREED** to call the next meeting as needed.

The meeting was closed at 11.44 am.