



**Minutes of the HR Committee meeting of Bearsted Parish Council held at the  
Parish Office, Madginford Hall, Egremont Road on Wednesday 30<sup>th</sup> August  
2023 at 3pm.**

Present:	Cllr David Hall
	Cllr Carolyn Smith
	Cllr Denis Spooner
	Cllr Clive English

**1. Declarations of intention to record.**

None

**2. Apologies and absences**

None

**3. Declaration of Interests, Dispensations, Predetermination or Lobbying**

None

**4. To elect a new Committee Chairperson**

Cllr Hall was elected Chairman for this meeting only. This was proposed by Cllr English and seconded by Cllr Smith.

**5. To elect a new Committee Vice Chair**

This was deferred until the next meeting.

**6. Signing of the Minutes of the last meeting**

The minutes of the HR Committee meeting on the 2<sup>nd</sup> May 2023 were agreed and duly signed.

**7. Office review**

It was agreed with all in favour to recommend to Full Council on 12<sup>th</sup> September that; (moved by Cllr Hall, seconded by Cllr English)

- The Parish Council seeks to appoint a new Clerk at a minimum of 20 hours per week which may increase depending upon demand.
- The requirement is that any appointee will be suitably qualified or working towards qualification in a Certificate in Local Council Administration (CiLCA)
- The HR Committee will determine the LC2 salary position, ratified by Full Council.
- Once appointed, the Clerk will work with the Parish Council to finalise the Office function and appoint to the remaining roles within the LC 2 salary band.
- The advertisement for the Clerk's position will be advertised on the Parish Council's website and Kent Association of Local Councils for a period of two weeks.
- After appointment, objectives and target setting will be undertaken by HR Committee members Cllrs Clive English and Carolyn Smith.

**Signed..... Date.....**