



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 25th April 2018.

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

Cllr Clark opened the meeting at 7.45pm

Min No		Action
SC 322	Apologies for absence: All members present	
SC 323	Councillor Declarations: There were no declarations	
SC 324	To determine required work principle for new Clerk. Councillors discussed and confirmed the new Clerk would need to:- <ul style="list-style-type: none">(i) Be available at set times, usually 3 days per week for two hours each day to respond to community enquiries (by arrangement).(ii) Remaining hours could be worked flexibly (by mutual agreement).(iii) Be available for Parish Council meetings as required, evenings and weekends included.(iv) Average of 25 hours per week with additional hours by agreement (+training if / or when required)(v) Time sheet to be maintained. The Clerk advised that since the last meeting NALC had issued the 2018-2019 National Salary Award. Councillors discussed and concluded that, therefore, the appropriate salary scale would now be LC2 28-30 depending on experience, pro rata.	
SC 325	To determine the process for receiving applications. <ul style="list-style-type: none">(i) The Clerk will commence advertising the vacancy w/c 14 May through the previously agreed formats requiring enquiries to be received via email only.(ii) The Clerk will supply the NALC job description and pay scales on request.(iii) Candidates will be asked to respond with a letter of application and CV.(iv) The Staff Committee (SC) will meet to discuss applications and determine who to ask to interview and make recommendations to full council.	
SC326	To determine the interview process. Councillors confirmed that all Staff Committee members will form the interview panel and agreed a questionnaire that would be used. The Clerk was requested to attend but would not be part of the interview panel. The location of the interviews are yet to be determined but would in all likelihood take place in the evening.	Signed _____

<p>SC 327</p>	<p>To determine any additional expenditure. The Clerk recommended that an accounting package be considered in part for the new Clerk and to fulfill GDPR obligations. Councillors requested the Clerk obtain recommendations of a suitable package from colleagues. Councillors considered equipment requirements for the new Clerk but concluded this could not be determined until an appointment had been made. Councillors requested the Clerk purchase a new mobile phone for Parish Council business as she felt appropriate and obtain a sim only deal for which the cost would be expected to be £10pcm on the 02 network.</p>	<p>Clerk</p> <p>Clerk</p>
<p>SC328</p>	<p>Any Other Business</p> <ol style="list-style-type: none"> 1. SC Councillors will review and update as needed the NALC contract of employment. 2. Cllr Clark will research whether there is an employment platform at KCC that could be used to advertise the Clerk vacancy. <p>There being no further business Cllr Clark closed the meeting at 9.20pm</p> <p style="text-align: right;">Signed _____</p>	<p>Cllrs - All</p> <p>Cllr Clark</p>