



# 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 67 Charlesford Avenue, Kingswood, on Wednesday 4<sup>th</sup> 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 7.30pm

Min No		Action
SC 287	<p><b>Apologies for absence:</b> All members present</p>	
SC 288	<p><b>Councillor Declarations:</b> There were no declarations</p>	
SC 289	<p><b>To determine actions and expenditure required for recruitment of replacement Clerk.</b> The Clerk confirmed her intention to retire in October 2018. After discussion councillors concluded they would recommend to full council the following actions:-</p> <ul style="list-style-type: none"> <li>(i) Creation of succinct advertisement which would request interested parties apply for further information</li> <li>(ii) Adverts to be placed on all noticeboards around parish and request that it is also placed at the post office counter.</li> <li>(iii) Adverts to be placed in the village information section of Downsmail and KM (if possible)</li> <li>(iv) Advert to be included in the Summer Edition of the Parish News, scheduled for early June.</li> <li>(v) Request Cllr Fort to ascertain whether there is any recruitment support via MBC</li> </ul> <p>If the above advertisements were unsuccessful then adverts in the KM, Wealden Times and Downsmail may have to be considered. Councillors concluded that it may be necessary to purchase an additional computer/laptop and printer for the new Clerk in the first instance.</p>	
SC 290	<p><b>To determine the Recruitment Policy &amp; Procedure for 2018</b></p> <ol style="list-style-type: none"> <li>1. Councillors agreed principles for a recruitment policy, to be drafted by the Clerk, which will be submitted to full council for approval.</li> <li>2. Councillors agreed that the procedure recommended for recruitment would commence with advertisements in the most local publications in the first instance in anticipation of a local applicant.</li> <li>3. Clerk would forward job description and pay scales to applicants upon request.</li> </ol> <p style="text-align: right;"><b>Signed</b> _____</p>	

<p><b>SC 291</b></p> <p><b>SC 292</b></p> <p><b>SC 293</b></p>	<p>4. SC Councillors would recommend the anticipated salary scale for the new Clerk be within the NJC scale of LC2 32-38 with anticipated hours of work to be agreed but plus training for the CiLCA qualification.</p> <p>5. SC Councillors would review applications and make recommendations to full council of suggested interviewees.</p> <p>6. Councillors would create a questionnaire with a scoring system for use at interview, which could be used should feedback from interviewees be requested.</p> <p><b>To Confirm Clerks Salary scale for 2018/19</b> Councillors confirmed the Clerks salary should be increased by 4% in light of current inflation rates, plus an additional 1% in lieu of increased national pension contributions.</p> <p><b>To Consider additional equipment requirements &amp; expenditure for Clerk following implementation of GDPR 25 May 2018.</b> The Clerk advised that when GDPR is effective she would no longer be able to take Parish Council emails and phone calls on her personal phone. Councillors agreed to recommend to full council the purchase of a mobile phone.</p> <p><b>Any Other Business</b> Councillors requested a review of employees sickness policy be an agenda item for June 2018. Also to check the insurance policy for sickness cover.</p> <p>There being no further business Cllr Clark closed the meeting at 10.00pm</p>	
	<p><b>Signed</b> _____</p>	