

STAPLEHURST PARISH COUNCIL

EMPLOYMENT, FINANCE AND STRATEGY GROUP MEETING

1.30pm held in the Parish Office May 15, 2025.

1. **Present:** Cllrs: Perry (JP), Sharp (AS), Martin (AM) and Arger (MA).
2. **Apologies:** Cllrs: Hotson, Riordan and Clerk (RG).
3. **Minutes of the previous meeting:** outstanding.
4. **Chairman:** confirmed - Cllr. Sharp.
5. **HR Membership:** agreed Cllrs. Sharp, Martin, Hotson and Arger – agreed.
6. **Matters arising from previous meeting:**
 - Health and Safety documentation for the Parish Office. Following discussion, it was confirmed all measures are now in place and we are confident we are fully compliant with a review of ECIR due to start 2028 for completion by April 2029.
 - Letters from the office – policy agreed by full council that no letters should be sent out to groups of residents without full council agreement to be reviewed at 6 months. To put forward proposal that letters could be agreed by Chairman and Vice Chairman between meetings.
 - Appraisals – AM clarified that policies state chairman does not have to be an active assessor in appraisals. Letters to staff clarifying parish council view on pay, supported by WorkNest, to be sent out once current appraisals agreed.
 - Annual Parish Meeting – May 16, 2025. Power Point presentation to be sent by RG. Laptop required. JP and AS speaking. Consider for next year speakers from each Council group giving a verbal report rather than only written. Some Cllrs. have agreed to take photographs during the evening to then be sent to admin.
 - Date of next meeting: June 12, 2025 @ 1.30pm, Parish Office.

Margaret Arger.