

## **EMPLOYMENT, FINANCE & STRATEGY GROUP MEETING**

**Meeting 20<sup>th</sup> February 2025**

### **Minutes**

- 1. Present:** Cllrs Perry, Hotson, Arger, Martin and Sharp plus Clerk
- 2. Apologies for Absence:** Cllr Wakeford and Riordan
- 3. Dispensations - NA**
- 4. Minutes of previous meeting –** 16<sup>th</sup> January 2025 – agreed by those present.  
Defib spares – where to store – agreed in Parish Office
- 5. Action plan;**
  - Chase up Kings Head – ACV
  - Bower Walk letter – closed and concluded
  - Youth Club – very frustrating need to chase up options as we are losing a “generation”.
  - ASB – urgently need an action plan by the Police to address ASB in the village – raise on meeting with the school / Police on Tuesday 25<sup>th</sup> February 2025.
  - Otherwise, items concluded or in agenda

### **6. Council Strategic Action Plan**

Group discussed and agreed to add in

Cllr Perry – Introduction

Administration about Unitary Authority “Engage positively with the Kent Unitary Authority process”.

Add column “Group responsibility”

Clerk to circulate for any final comments

Subject to the above Cllr Martin proposed and Cllr Arger seconded to recommend Council Strategic Action Plan to Council.

### **7. Policy review**

#### **i. S137 Grants – updated terms and conditions**

The group discussed the minor addition to the Terms and Conditions, point 6.3 “or attend Annual Parish Meeting to help promote the Parish Council’s S137 grant scheme”

Cllr Perry proposed and Cllr Arger seconded to recommend to Council.

## **ii. Draft Donations Policy**

The group discussed the updated Donations Policy – change “inter alia” to “such as” and noted “need for generic groups / district wide groups to highlight the number of clients from Staplehurst”.

Cllr Perry proposed and Cllr Martin seconded to recommend to Council.

## **8. Organisation of Annual Parish meeting / Staplehurst Awards and Social evening – Friday 16<sup>th</sup> May 2025**

The group discussed the event, see attached project plan which focuses on Promotion, organisation, event lay out, refreshments and on the day / clear up.

## **9. HR Subgroup update**

### **i. Draft Appraisals process**

Cllr Martin led the discussion

- Ref back to Terms of Reference – (j)
- Keep form simple – link with form from training?
- Council logo added
- Engage staff once drafted

Agreed Cllr Martin and Clerk – tweak and then consult staff.

- Appraisal process does not include assessment on increments- how will this be done?”

### **ii. Staff Grade review - update**

Note in March 2024 Council agreed review in six months – now February 2025. Very frustrating for all – one last meeting with Worknest then report to the next EFSG meeting and then on to Council.

HR report to next council on Clerks holiday

## **10. Next Meeting 20<sup>th</sup> March 2025**