

**PADDOCK WOOD TOWN COUNCIL**  
**The Podmore Building, St Andrews Field, St Andrew's Road,**  
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**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE Held On**  
**Thursday 27<sup>th</sup> January 2022 at The Day Centre, Commercial Road at 7 pm**

PRESENT: Cllr D. Boyle, in the Chair  
 Cllrs M Flashman, R. Moon, C. Williams

IN ATTENDANCE: Mrs N Reay, Clerk to the Council

APOLOGY: Cllr R Turk

PER10 **DECLARATIONS OF INTEREST**  
 There were no declarations of interest.

PER11 **MINUTES OF THE PREVIOUS MEETING**  
 The minutes of the meeting held on 8<sup>th</sup> November 2022 were  
 APPROVED.

PER12 **HR SUPPORT**  
 Members considered the proposals for the HR support Consultant. A  
 total of £3000 had been allocated in the 2022 budget.

Members discussed the two proposals which had been received and the  
 comments from the Clerk and Council Chairman who had met with the  
 consultants.

Cllr Boyle proposed, Cllr Moon seconded:  
*That Croner should be appointed as the Council's HR consultant.*  
*Initially for one year – to be reviewed after that time.*

CARRIED unanimously.

Members also agreed that they should be appointed immediately, to  
 assist with the recruitment of the new Estates Manager. The Clerk  
 advised that there were sufficient funds in the code for Professional Fees  
 to cover the remaining two months of the financial year.

Signed Committee Chairman:

Date:

These minutes are not a verbatim record of the meeting, but a summary of  
 discussion and decisions taken at the meeting

**PER13 ESTATES MANAGER**

- a) The Estates Managers job description was reviewed. A draft job description had been received from the Grounds Management Association, along with salary recommendations. It was agreed that the new Estates Manager would be expected to be partially office based and “partially hands on.” This would be reflected in the job description. Along with the responsibilities for building maintenance and Health and Safety. A salary within the budgeted amount in the 2022/23 budget would be allowed.
- A person specification was also agreed.
- b) Adverts would be placed locally, online and with the GMA. Cllrs Boyle & Williams would conduct the interviews along with the Town Clerk. It was hoped that a new Estates Manager would be in place by the start of April.

**PER14 DATE OF NEXT MEETING**

To be agreed.

The meeting closed at 8.15 pm.

Signed Committee Chairman:

Date:

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