



# HAWKHURST PARISH COUNCIL

**Minutes of the Personnel Committee held on Monday 29th April 2024 at the Copt Hall.  
The Meeting commenced at 4.00pm**

**Those present were:** Councillors D. Veale – Chairman, D Blake, C Escombe and R Cory.  
Also Present D Prior – Minute Taker.

**317/23**

- a) Apologies for absence** was received by Cllr M Anderson and Cllr Green (resigned from the committee 25.04.24).
- b) Declaration of Changes to the register of interests** – there were none.
- c) Declarations of Pecuniary Interests or other interests as defined by the Kent Code of Conduct and Localism Act 2011 on any items on the agenda** – there were none.
- d) Requests for dispensations** – there were none requested.
- e) To confirm whether anyone in attendance intends to film or record the meeting** – none intended to film or record the meeting.

**318/23 To agree the Minutes of the Personnel Committee Meeting 15.04.2024.**

Cllr David Blake attended not Cllr D Lloyd-Owen, other than this amendment, the minutes were unanimously approved by the Committee.

**Part 2. Exclusion of Public and Press – In accordance with Section 1(2) of the Public Bodies (Admission to Meetings Act 1960), the public and press be excluded from the meeting by reason of the confidentiality of the item to be discussed.**

No public were present.

**319/23 The Committee is to agree which candidate arising from the interviewing process will be recommended for appointment as Parish Clerk to Full Council and at which salary range the role should be offered. An interview panel consisting of councillors from the Personnel Committee have conducted interviews for the role of Parish Clerk and highlighted the most suitable candidate arising from that process. Noted summary from Interview panel:** Competency based interviews were carried out of which there were 7 applicants, 1 candidate not invited to interview as insufficient information on application, 1 applicant withdrew on the day of interviews, 1 applicant was interviewed on Thursday 25th April as on holiday on the 29th. Four applicants were interviewed on 29th April 2024. After the interviews, extensive discussions took place and after reviewing and scoring the answers for each applicant, the candidate most suitable for appointment to the position of Parish Clerk was Lisa Rackett, the current Locum Clerk.

**Proposed:** by the Chairman Cllr Veale, seconded by C Escombe to endorse the recommendation by the Interview Panel to appoint as the Parish Clerk, Lisa Rackett, the current Locum Clerk and make this recommendation at the next Full Council meeting for approval.

**Agreed:** By all Councillors present unanimously to recommend to the next Full Council to approve the appointment of Lisa Rackett, the current locum clerk to the position of permanent Parish Clerk.

**Noted:** Salary scale as previously agreed by Personnel Committee on 15.04.24, and as informed to Councillors 17.04.24 being SCP 31-43.

**There being no further business the meeting closed at 16.45.**