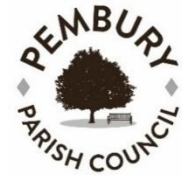


Minutes of the **FINANCE & HR COMMITTEE** meeting held in the Parish Office, Lower Green Road, Pembury on **MONDAY 21 JULY 2025** at 12:30pm



**Councillors Present:**

Cllr N Stratton (Chair)

Cllr C Birch

Cllr K Brooks (Vice-Chair)

**Apologies:**

Cllr P Simmons

**Also in attendance:**

Helen Munro (Clerk)

25/118. **APOLOGIES FOR ABSENCE.** Apologies were received from Cllr Simmons. It was **RESOLVED** that the apologies and reason be accepted.

25/119. **DECLARATIONS OF INTEREST.** There were none.

25/120. **CHAIR'S ANNOUNCEMENTS.** There were none.

25/121. **OPEN SESSION.** There were no members of the public present.

25/122. **CLOSED SESSION.** Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960, it was **RESOLVED** to exclude the public and press from the meeting for the next items of business on the grounds that it will involve the likely disclosure of exempt information at 12:37pm.

25/123. **HR MATTERS.**

- a. Resignation of Communications Officer. This was noted. It was **RESOLVED** to use a contractor to assist with the relevant tasks on an ad hoc basis until a replacement is employed.
- b. Job Description and Person Specification. Minor amendments were made, and it was **RESOLVED** that the amended information be approved.
- c. Terms and Conditions. It was **RESOLVED** to approve the terms and conditions as listed in the confidential report.
- d. Recruitment and selection. It was **RESOLVED** to approve the recruitment and selection for the role.

There being no other business, the meeting closed at 1:13pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chair

Initialled \_\_\_\_\_