



COXHEATH PARISH COUNCIL

MINUTES of the STAFFING COMMITTEE MEETING held in the Parish Council Office, Coxheath Village Hall on Tuesday 16 June 2026 at 7pm

Present: Cllr. K. Laponder (Chairman), Cllr. N. Gardner and Cllr. H. Weaver

In attendance: Louise Goldsmith (Parish Clerk).

01/26 Administration:

Fire Exits, Fire Meeting Point, Mobile Phones. There was no intention to record the meeting.

02/26 Apologies

Apologies: An apology of absence was received from Cllr. Sheppard and the reason for absence was accepted.

03/26 Declarations of Interest: None declared.

04/26 Minutes of the last meeting

Resolved: That the minutes of the meeting held on Tuesday 17 March 2026 be approved and signed as a true and accurate record.

05/26 Open Session:

There were no members of the public present.

06/26 Review of Parish Clerk Role

It was agreed to discuss the Clerk's role and professional development alongside the future needs of the Parish Council in a one-to-one session. Cllr. K. Laponder will arrange to meet with the Clerk.

07/26 Proposal to appoint a Data Processing Officer (DPO)

Members discussed two quotes for external DPO services. Members were in agreement that the Parish Council would benefit from engaging an external DPO.

Recommendation to Full Council to appoint GDPR-info.

08/26 Community Warden

It was noted that Cllr. Gardner and the Clerk met virtually with Mark Rolfe, Head of Community Protection at KCC, that afternoon to discuss how the Parish Council could take out a service level agreement for a Community Warden for Coxheath. Mark Rolfe explained that the cost of a full time Community Warden is currently £46,710.00 for five days per annum and £9,342.00 for one day a week per annum. Mark Rolfe suggested that KCC could probably provide a Community Warden immediately for one or two days a week but would need to recruit if more than two days a week are required. Mark Rolfe explained that other parishes in the County have taken out a service level agreement. It was agreed that although reserves could be used to pay for the service for one year that this needs to be considered alongside other projects that are currently under review. It was noted that the Clerk has prepared a table of all the projects currently being considered and the financial implications and that this will be considered at the next Finance Committee. However, Members were in agreement that the parish would benefit from having a Community Warden service again. The Clerk was asked to circulate a copy of the service level agreement and 'Frequently Asked Questions' flyer with the next Full Council meeting agenda.

Recommendation to Full Council/Finance Committee: To take out a service level agreement with KCC Community Warden Service to provide a Community Warden for two days per week for Coxheath for one year, to be then reviewed. The Clerk to find out if any of the neighbouring parishes would be interested in the scheme meaning that a full time Community Warden could be employed to cover all of the whole area.

09/26 POLICIES

- a) To review the policy schedule

Members noted a policy schedule prepared and circulated by the Clerk.

- b) To consider a draft CCTV policy

Members considered a draft CCTV policy prepared and circulated by the Clerk. One amendment was made.

Recommendation to Full Council: To adopt the CCTV policy.

- c) To consider any other policies

It was suggested and agreed that the Clerk should prepare a draft Equality and Diversity policy for the next meeting. It was also suggested that the Clerk finds out if Heliocentrix can centrally provide and manage disclaimers on emails for all Councillor and how much this would cost. Members will then decide whether to manually add disclaimers or for this to be managed centrally by Heliocentrix.

10/26 Pension Regulator/Government Gateway

It was noted that the Clerk submitted a declaration of compliance to the Pension Regulator on the 19 May 2026 bringing the submissions up to date. It was noted that the Clerk is still unable to access the Government Gateway and will continue to investigate how this can be resolved.

11/26 MUGA STEWARD

The Clerk was asked to ensure that the MUGA Steward is paid quarterly and to arrange an informal meeting with Cllr. K. Laponder at a mutually convenient time and date in August 2026.

12/26 Parish Office

It was noted that the Parish Office is currently acting as storage area for a number of items until the replacement container has been installed on the recreation ground. The Clerk reported that the monitor and the recorder for the CCTV in the Parish Office are password protected but that it would be useful to find out who has a key to the Parish Office. It was suggested that it might be beneficial to change the locks and for the Parish Office to be accessed by a key safe. The Clerk was asked to find out if the Village Hall Committee would agree to this suggestion. Alternatively, Cllr. Gardner suggested that a lockable cabinet could be purchased for the recorder and monitor.

13/26 Training

- a) Councillors

It was noted that Cllr. Weaver is attending a KALC training course on Planning on the 25 June 2026. Cllr. Weaver and the Clerk have also booked to attend the formal RoSPA inspection visit. The Clerk suggested that Members are reminded to consider any training requirements.

- b) Clerk

The Clerk was asked to prepare a list of training requirements for the one-to-one session.

14/26 Confidential Items

None to consider.

15/26 Dates of the next meetings:

Wednesday 15 July 2026 at 6pm and Tuesday 15 September 2026 at 7pm

With no further business to transact the meeting closed at 8.50pm.

Signed:

Date: