



COXHEATH PARISH COUNCIL

MINUTES of the STAFFING COMMITTEE MEETING held in the Parish Council Office, Coxheath Village Hall on Wednesday 15 July 2026 at 6pm

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

In attendance: Louise Goldsmith (Parish Clerk).

16/26 Administration:

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

17/26 Apologies

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

18/26 Declarations of Interest: None declared.

19/26 Minutes of the last meeting

Resolved: That the minutes of the meeting held on Tuesday 16 June 2026 be approved and signed as a true and accurate record.

20/26 Open Session:

There were no members of the public present.

21/26 Review of Parish Clerk Role

a) To receive feedback from a professional development meeting with the Clerk

It was noted that the Clerk and Cllrs: K. Laponder and Gardner met with the Clerk on Wednesday 8 July 2026 to discuss the professional development of the Clerk. It was noted that a training programme has been agreed to enable the Clerk to obtain the required professional development points to retain the status of a Principal Member of the SLCC. The training has also been selected to benefit the Parish Council.

b) Future needs of the Parish Council

Members discussed the fact that the role of the Clerk has substantially changed recently with the creation of new committees/working groups and a long action list of projects and initiatives. Members remain key to progress all of these projects but recognise the demands on the Clerk's time. Members also discussed succession planning. Cllr. K. Laponder suggested and it was agreed that the Parish Council now has in place a number of measures to include outsourcing the management of emails and files which will protect the Parish Council should the Clerk not be able to work. It was agreed that employing a part-time Deputy Clerk in the future should be considered but in the meantime it was noted that the Clerk would prefer and be willing to increase her hours by 5 hours a week given the increase in workload.

c) Proposal to increase the Clerk's working hours by 5 a week

Resolved: To be taken as a confidential matter.

22/26 Policies

a) To consider a draft Equality and Diversity Policy

Recommendation: To adopt the draft Equality and Diversity Policy.

23/26 Government Gateway Access

It was noted that hopefully the Clerk has resolved the issue with the Government Gateway access.

24/26 MUGA Steward

It was noted that Cllr. K. Laponder and the Clerk will be meeting with the MUGA Steward on Wednesday 5 August 2026. It was agreed to find out how often the MUGA Steward litter picks the area, whether she has a key to the noticeboard and has use of the Parish Council's leaf blower? It was agreed to also discuss whether there have been any recent anti-social behaviour incidents and to find out if there is a Residents/Management Committee in place.

25/26 Parish Office

a) Key register and access arrangements

It was noted that Cllr. K. Laponder has contacted the Village Hall Committee to find out if the Clerk or any visitors to the Parish Office can access a toilet during working hours. Currently the Clerk is unable to access the toilet facilities because the facilities would be shared with the Pre-school. It was agreed that one solution might be for the Clerk to have a DBS check done. The Clerk advised that the newly appointed DPO will be reviewing the current access arrangements for the Clerk and will make some recommendations. It was noted that the Clerk had prepared and circulated a key register. It was agreed that the Clerk should find out if the Village Hall Committee would give permission for the locks to be changed given at least one key is known to be missing/lost. The Clerk reported that the Village Hall Committee would be happy for the Parish Council to install a key safe. Cllr. Gardner suggested that it would be useful if a set of keys to the container and Linden Road gate were kept in the key safe. It was agreed to await the recommendations of the DPO and for the Clerk to purchase a key safe.

b) To approve a quote for a lockable cabinet for the CCTV monitor

Resolved: The Clerk to purchase a lockable cabinet for the CCTV monitor.

c) Access to Clerk's passwords/key person back up

At the suggestion of the Clerk it was agreed that the Clerk should prepare a document with all the current passwords and login details. The Clerk will place a copy of this document in a sealed envelope.

Resolved: Cllr. Gardner to retain the sealed envelope in a safe place. The envelope to be only opened in the event the Clerk is unable to work. The envelope to be opened by the Chair in the presence of the Vice Chairman.

26/26 Confidential Items

The following agenda item was taken as a confidential item.

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 the reason of its confidential nature.

The meeting closed to the public at 6.55pm. There were no members of the public present. The Clerk left the room and returned after the agenda item was discussed.

21/26 (c) Proposal to increase the Clerk's working hours by 5 a week

Resolved: Recommendation to Full Council to increase the Clerk's working hours by 5 a week.

27/26 Date of the next meeting:

Tuesday 15 September 2026 at 7pm

With no further business to transact the meeting closed at 7.05pm.

Signed:

Date: