

# COXHEATH PARISH COUNCIL



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To: Cllrs: Gardner, Laponder, Weaver

You ARE HEREBY SUMMONED to a **MEETING** of the **STAFFING COMMITTEE** to be held in the Parish Council Office, Coxheath Village Hall at **7pm on Tuesday 17 March 2026** when it is proposed to transact the business shown in the agenda below.  
The Meeting will be open to the press and public. (*Public Bodies (Admission to Meetings) Act 1960*)

*Louise Goldsmith*  
Clerk

Date of Issue: 12 March 2026

## AGENDA

- 34/25 ADMINISTRATION:**  
Fire Exits, Fire Meeting Point, Mobile Phones, intention to record.
- 35/25 APOLOGIES:**  
To receive and accept apologies for absence. (*LGA 1972 s85 (1)*)
- 36/25 DECLARATIONS OF INTEREST:**  
To receive declarations of pecuniary and non-pecuniary interests and other interests.
- 37/25 MINUTES OF THE LAST MEETING**  
To consider the minutes of the meeting held on Monday 16 February 2026 and if in order to authorise the Chair to sign as a true and accurate record
- 38/25 OPEN SESSION:**  
To adjourn the meeting to enable any members of the public present to address the Council.
- 39/25 PROBATION PERIOD FOR THE CLERK**  
To agree to extend or end of the probation period for the Clerk.
- 40/25 CLERKS PENSION SCHEME**  
To note that a pension scheme has been set up for the Clerk with People's Pension
- 41/25 PENSION REGULATOR**  
To note that the Clerk has completed declarations of compliance for 2019 and 2022  
To note that the next redeclaration of compliance deadline is the 26 May 2026
- 42/25 HONORARIUM AGREEMENT**  
a) To receive feedback from a meeting with the MUGA Steward  
b) To discuss the future provision of the role and agreement
- 43/25 POLICES**  
To recommend to Full Council adoption of the following policies
- Annual Review of the Risk Assessment
  - IT Policy
  - Complaints Policy
- 44/25 CONFIDENTIAL ITEMS:**  
Consideration of items to be taken in private (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.
- a) To receive an update from the appointed solicitor
- 45/25 DATE OF THE NEXT MEETING:** Tuesday 16 June 2026 at 7pm

