



## COXHEATH PARISH COUNCIL

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

**Present:** Cllr. K. Laponder (Chairman), Cllr. N. Gardner and Cllr. H. Weaver  
**In attendance:** Louise Goldsmith (Parish Clerk).

### **25/25 Administration:**

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

### **26/25 Apologies**

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

### **27/25 Minutes of the last meeting**

**It was agreed that the minutes of the meeting held on Tuesday 4 November 2025 be approved and signed as a true and accurate record.**

### **28/25 Declarations of Interest:**

None declared.

### **29/25 Open Session:**

There were no members of the public present.

### **30/25 Clerk's Pension Scheme**

#### **a) To agree a provider**

Members discussed a possible pension provider for the Clerk. Members had previously considered NEST and People's Pension as possible providers. It was noted that the Clerk already has an open pension scheme with People's Pension.

#### **b) To discuss the next steps**

It was agreed that the Clerk should investigate the possibility of merging the current scheme held with People's Pension with the new scheme to be provided. It was noted that pension contributions will commence at the end of the probationary period due to end on the 10 March 2026. Members agreed to backdate the pension contributions to the 10 December 2025 when the Clerk commenced employment. The Clerk to report back at the next meeting.

### **31/25 Honorary Agreement**

#### **a) To discuss the agreement/duties for the MUGA Steward**

Members discussed the current honorary agreement and agreed it was not fit for purpose. It was agreed for Cllr. K Laponder to draft a service level agreement to replace the honorary agreement and for this document to be shared and discussed with the MUGA Steward.

#### **b) To agree to meet with the MUGA Steward**

It was agreed that the Clerk and Cllr. K. Laponder should meet with the MUGA Steward and discuss the proposed service level agreement.

**32/25 Confidential Items**

The following agenda items were taken as confidential items.

*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 7.33pm. There were no members of the public present.*

**a) To review and discuss a letter of advice from the appointed solicitor**

Members reviewed and discussed the letter of advice from the appointed solicitor. The Clerk shared some communication recently received. It was agreed that the Clerk should share this communication with the appointed solicitor and find out if this would have any effect on his advice.

**b) To review and discuss a draft Letter Before Action from the appointed solicitor**

It was agreed that the Clerk should complete the missing information on the Letter Before Action. Subject to above it was agreed that the appointed solicitor should then issue the letter.

**33/25 Date of the next meeting: Thursday 2 April 2026 at 7pm**

*With no further business to transact the meeting closed at 8.24pm.*

Signed: .....

Date: .....