



COXHEATH PARISH COUNCIL

MINUTES of the STAFFING COMMITTEE MEETING held in the Parish Council Office, Coxheath Village Hall on Tuesday 4 November 2025 at 7pm

17/25 Administration:

Fire Exits, Fire Meeting Point, Mobile Phones. It was noted that Cllr. Gardner is recording the meeting.

18/25 Present and Apologies

Present: Cllr. K. Laponder (Chairman), Cllrs: Gardner and Thomas.

In Attendance: Mrs. L Goldsmith (Locum Clerk).

Apologies: There were none.

19/25 Minutes of the last meeting

It was agreed that the minutes of the meeting held on Tuesday 14 October 2025 be approved and signed as a true and accurate record.

20/25 Declarations of Interest:

None declared.

21/25 Open Session:

There were no members of the public present.

22/25 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 7.12pm

23/25 Recruitment of a Parish Clerk and Responsible Finance Officer

a) To receive an update on applications received for the role

Members noted that three applications were received.

The Locum Clerk left the room for the following agenda item

b) To discuss the applications and agree who to interview

Members considered all three applications and agreed to interview two of the applicants. It was agreed that Cllr. K. Laponder should contact all of the applicants and where appropriate ask them to attend an interview. It was agreed for Cllrs. K. Laponder, Thomas and Gardner to form the interview panel.

The Locum Clerk returned to the meeting.

c) To agree interview dates and times

It was agreed for Cllr. K. Laponder to offer both candidates Monday 17 November 2025 for an interview.

d) To discuss interview questions

The interview questions were discussed and agreed. Cllr. K. Laponder will prepare the scoring sheet and questions for each candidate.

e) To agree the pension provider

The Locum Clerk had suggested three pension providers to Members. Full Council has agreed to contributing 3% of the salary. At the suggestion of Cllr. K. Laponder it was agreed to offer the new Clerk/RFO a pension with NEST.

24/25 Date of the next meeting: TBC

With no further business to transact the meeting closed at 8.08pm.

Signed:

Date: