

COXHEATH PARISH COUNCIL



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To: Cllrs: Gardner, Laponder, Sheppard, Weaver

You ARE HEREBY SUMMONED to a **MEETING** of the **STAFFING COMMITTEE** to be held in the Parish Council Office, Coxheath Village Hall at **6pm on Wednesday 15 July 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: 9 July 2026

AGENDA

- 16/26 ADMINISTRATION:**
Fire Exits, Fire Meeting Point, Mobile Phones, intention to record.
- 17/26 APOLOGIES:**
To receive and accept apologies for absence. (*LGA 1972 s85 (1)*)
- 18/26 DECLARATIONS OF INTEREST:**
To receive declarations of pecuniary and non-pecuniary interests and other interests.
- 19/26 MINUTES OF THE LAST MEETING**
To consider the minutes of the meeting held on Tuesday 16 June 2026 and if in order to authorise the Chair to sign as a true and accurate record
- 20/26 OPEN SESSION:**
To adjourn the meeting to enable any members of the public present to address the Council.
- 21/26 REVIEW OF PARISH CLERK ROLE**
To receive feedback from a professional development meeting with the Clerk
To consider the future needs of the role for the Parish Council.
To consider a proposal to increase the Clerk's hours by 5 a week (to be taken as a confidential item)
- 22/26 POLICIES**
To consider a draft Equality and Diversity Policy
- 23/26 GOVERNMENT GATEWAY ACCESS**
To receive any update.
- 24/26 MUGA STEWARD**
To receive any update.
- 25/26 PARISH OFFICE**
To discuss access arrangements
To approve a quote for a lockable cabinet for the CCTV monitor.
Key Register and Access arrangements
Access to Clerk's passwords/key person back up
- 26/26 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.
- 27/26 DATE OF THE NEXT MEETING:** Thursday 3 December 2026 at 7pm

