

**HIGH HALDEN PARISH COUNCIL**  
**Minutes of the Extraordinary Parish Council Meeting**  
**held on Tuesday 2 December 2025 at 5pm in the Memorial Hall**

**157/25 ADMINISTRATION:**

Fire Exits, Fire Meeting Point, Mobile Phones. The Clerk confirmed that there have been no requests to record the meeting.

**158/25 PRESENT AND APOLOGIES**

**Present:** Cllr. Hoath (Chairman), Mr. P. Drury, Ms. J. Morgan and Mr. J. Sargent.

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

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

**159/25 DECLARATIONS OF INTEREST:**

There were none.

**160/25 OPEN SESSION**

There were no members of the public present.

**161/25 CONFIDENTIAL ITEMS**

None to consider.

**162/25 TO RECEIVE THE RESIGNATION OF THE PARISH CLERK AND RESPONSIBLE FINANCE OFFICER**

The resignation from Louise Goldsmith, Parish Clerk and Responsible Finance Officer, dated the 19 November 2025 was noted. Members thanked the Clerk for all her hard work over the last five and a half years.

**163/25 TO DISCUSS AND AGREE THE INTERIM ARRANGEMENTS**

Cllr. Hoath advised Members that the notice period for the Clerk ends on the 19 December 2025 but that the Clerk has offered to remain employed until a new Clerk is in post.

**Resolved: To extend the notice period for the Clerk to the 19 February 2025 and for the Clerk to remain employed until then, if required, on the same terms as conditions.**

**164/25 RECRUITMENT OF PARISH CLERK AND RESPONSIBLE FINANCE OFFICER**

**a) To consider the draft specimen job description**

Members considered a draft job description prepared and circulated by the Clerk. A couple of amendments were suggested.

**Resolved: To adopt the job description.**

**b) To agree the key terms**

Members considered the working hours for the new Clerk/RFO.

**Resolved: To advertise the role for a 10-12 hour working week, to be reviewed at the end of the probation period.**

**c) To agree a person specification**

Members considered a draft person specification prepared and circulated by the Clerk. A couple of amendments were suggested.

**Resolved: To adopt the person specification.**

**d) To agree the benchmark salary range**

**Resolved: To advertise the role on a scale of SCP 24 -32.**

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**e) To agree the wording of the job advertisement**

Members considered a draft job advertisement prepared and circulated by the Clerk.

**Resolved: The Clerk to ask both KALC and the SLCC to advertise the role and to post the advert on the noticeboards, website and social media.**

**f) To agree the wording of the application form**

Members considered a draft application form prepared and circulated by the Clerk.

**Resolved: To adopt the application form.**

**g) To set a deadline for the return of any completed application forms**

**Resolved: To set the deadline for application as close of play on Friday 9 January 2026.**

**h) To agree a selection panel, questions and interview date**

**Resolved: Cllrs Hoath, Pearson and Morgan and the Clerk to form the selection panel with Cllr. Sargent as back-up. Interview date provisionally set as Saturday 17 January 2026.**

The Clerk to book the Memorial Hall and circulate some draft questions and a scoring matrix to be used in the interviews. The Clerk to prepare a brief note about the Parish Council to be sent out with the application papers.

*With no further business to transact the meeting closed at 5.42pm*

Signed: .....

Date: .....

Initials: .....