

High Halden Parish Council



To: Cllrs: Pearson, Morgan, Farmer & Hoath

YOU ARE HEREBY SUMMONED to the
**Meeting of the Staffing Committee due to take place on
Wednesday 9th September 2026 at 6.30pm in Memorial Hall**

where 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)

David Rice, Clerk to High Halden Parish Council

4th September, 2026

01/26 ADMINISTRATION:

Fire Exits, Fire Meeting Point, Mobile Phones, intention to record.

02/26 APOLOGIES:

To receive and accept apologies for absence. (*LGA 1972 s85 (1)*)

03/26 DECLARATIONS OF INTEREST:

To receive any declarations of interests.

04/26 OPEN SESSION:

No decision can be taken during this session but the Chair may decide to refer any matters raised for further consideration. Councils cannot lawfully decide any business not specified on the agenda.

05/26 Parish Clerk Equipment/Website/Social Media

- a) Mobile Phone
- b) Credit Card
- c) Website maintenance and posting on notifications on the Village FB page

06/26 Exclusion of the Press and Public

The Chair to move the following resolution: "That under the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 s100, the public and press be excluded from the remainder of the meeting by reason of the confidential nature of the business to be transacted relating to individual employees."

Procedural Note: As the following items directly concerns the Clerk's employment contract, the Parish Clerk will leave the meeting room for Items 7, and 8. Councillor Hoath has been appointed to take the formal minutes for the duration of the confidential session.

07/26 Parish Clerk Probationary Review and Confirmation in Post
(To be taken as a confidential item)

- a) To receive and consider the probationary review report for the Parish Clerk.
- b) To review the Clerk's performance against objectives set at the start of employment.
- c) To agree and resolve whether to formally recommend confirmation of the Parish Clerk in their post following the successful completion of their probationary period.
- d) To authorise the Chair to present to the next Full Council meeting for final ratification, the Staffing Committee decision.

08/26 Training

- a) To discuss the training requirements of Parish Clerk

09/26 DATE OF NEXT MEETING: To be confirmed

10/26 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.