



**Report of the Staffing Committee Meeting**  
**Monday 9<sup>th</sup> March 2026, 10am at**  
**Lenham Parish Council Office, 1A High Street, Lenham**  
**Agenda**

**PRESENT** Cllr. D Earl, Chair presiding.  
Cllrs. D Garland and D Turner  
L Westcott (Clerk)

**Public Participation** – none present

The chair opened the meeting at 10am.

- 1. Apologies for absence received**  
None received.
- 2. To receive declarations of interest on the agenda, declarations to changes to the Register of Interests, and to consider Requests for dispensations.**  
No declarations.
- 3. To request notification of intention to film, photograph or record any items.**  
None received.
- 4. In accordance with the Public Bodies (Admission to Meetings) Act 1960, S1, the Council is to determine which items, if any, should be taken with the public and press excluded.**  
No public present so not required.
- 5. Update on staffing matters to include:**
  - a. Progress on Training**  
L Westcott has passed unit 2 of CiLCA and is progressing with completion of Unit 3.  
S Newell is progressing with FiLCA.
  - b. Update on Parish Caretaker Role**  
L Westcott reported that the interviews are booked for Wednesday, Friday and Monday, Cllr. D Turner is assisting.
- 6. To consider request for work experience placement in May 2026**  
A request has been received for a 17 year old to complete work experience with LPC for one week in May.  
All agreed this would be a great example of community engagement. L Westcott is unsure about safeguarding issues/DBS, further information will be sought and a pre-meeting suggested to understand what they would like to get from it.  
**ACTION** Officers to liaise with parent.

**7. Update on Silver Award – review of timescales**

L Westcott reported on the action completed on the plan to achieve Silver and Gold. We are still on target to apply for September 2026.

**8. Future Workforce Needs**

L Westcott reported that S Newell is proposing to hold a Lenham Festival - all in support providing it is not at the detriment of achieving silver. L Westcott explained that a festival will help us achieve some of the community engagement criteria.

L Westcott reported a concern that LPC are in danger of not complying with the Working Time Regulations 1998 when meetings finish at 10am and officer begin work at 8am. There must be at least 11 hours rest. D Earl stated that we need to make meetings shorter and more productive.

**9. Date of next meeting**

To be confirmed.

**The meeting closed at 11:15**

Signed as a true record on this day 1<sup>st</sup> April 2026 .....

Chair of the Staffing Committee