

COXHEATH PARISH COUNCIL



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To: Cllrs: Gardner, Laponder, Thomas

You ARE HEREBY SUMMONED to a **MEETING** of the **STAFFING COMMITTEE**
to be held in Parish Council Office, Coxheath Village Hall at **7.30pm on Monday 22 September 2025**
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
Locum Clerk

Date of Issue: 17 September 2025

Minute No	AGENDA
01/25	Election of a Chair: To receive nominations and vote on appointment.
02/25	ADMINISTRATION: Fire Exits, Fire Meeting Point, Mobile Phones, intention to record.
03/25	APOLOGIES: To receive and accept apologies for absence. (<i>LGA 1972 s85 (1)</i>)
04/25	DECLARATIONS OF INTEREST: To receive declarations of pecuniary and non-pecuniary interests. <i>The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item, you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial. A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest and it relates to a financial or regulatory matter.</i>
05/25	OPEN SESSION: To adjourn the meeting to enable any members of the public present to address the Council. <i>To allow Members of the public residing or working within the Council's boundary an opportunity to make representations or put questions to the Council for a maximum of 3 minutes per person. Please note there can be no discussion of these items and issues will either be addressed elsewhere on the agenda or be referred to a future meeting of the Committee.</i>
06/25	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.
07/25	RECRUITMENT OF PARISH CLERK AND RESPONSIBLE FINANCE OFFICER <ul style="list-style-type: none">a) To consider the draft specimen job description for the role of Parish Clerk and Responsible Finance Officerb) To decide whether to separate the rolesc) To agree the key termsd) To agree a person specificatione) To agree the benchmark salary rangef) To agree the wording of the job advertisement and publicationg) To agree the wording of the application formh) To set a deadline for the return of any completed application formsi) To agree a selection panel and interview date
08/25	DATE OF THE NEXT MEETING: To be agreed.