



COXHEATH PARISH COUNCIL

MINUTES of the STAFFING COMMITTEE MEETING held in the Parish Council Office, Coxheath Village Hall on Tuesday 14 October 2025 at 7.30pm

09/25 Administration:

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

10/25 Present and Apologies

Present: Cllr. Laponder (Chairman), Cllrs: Gardner and Thomas.

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

Apologies: There were none.

11/25 Minutes of the last meeting

It was agreed that the minutes of the meeting held on Monday 22 September 2025 be approved and signed as a true and accurate record.

12/25 Declarations of Interest: None declared.

13/25 Open Session:

There were no members of the public present.

14/25 Confidential Items

The Clerk suggested that there was nothing of a confidential nature on the agenda.

15/25 Recruitment of a Parish Clerk and Responsible Finance Officer

a) To receive an update on applications received for the role

The Locum Clerk advised Members that two people had requested a recruitment pack. Cllr. Gardner offered to circulate the job advertisement to the email distribution list for the KALC Area Committee. It was agreed to extend the deadline for the receipt of completed application forms to the 31 October 2025.

b) To consider the draft contract for the role of Parish Clerk and Responsible Finance Officer

Members considered the NALC Model Contract of Employment for Local Councils circulated by the Clerk. The following was agreed in addition to the pension entitlement, holiday entitlement and Notice period specified below:

- Probation Period of 3 months;
- To draft a Grievance and Disciplinary Policy for adoption by Full Council;
- To prepare a list of equipment to be provided to the Clerk once purchased;
- Training: Continued employment to be conditional upon starting the CiLCA within 12 months of appointment;
- Deductions: CiLCA fees to be reimbursed to the Parish Council if the Clerk leaves before one year of completing the qualification.
- Maternity/Paternity Arrangements: The Locum Clerk to circulate a copy of the Green Book.

c) To agree the pension entitlement and discuss providers

The Locum Clerk suggested three pension providers to Members, namely the Local Government Pension Scheme (LGPS), People's Pension and NEST. The Locum Clerk advised that Under the Pensions Act 2008 every employer in the UK must put staff into a workplace pension scheme and contribute towards it. This is called 'automatic enrolment'. The minimum total contribution for auto-enrolment is 8% of qualifying earnings with at least 3% from the employer and the remaining 5% from the employee. Members noted that the LGPS is an expensive scheme for employers. It was agreed to recommend to the Finance Committee that a pension scheme is offered on the basis of the Parish Council contributing 3% of the salary. The Clerk will circulate a link to the People's Pension and Nest schemes. The Locum Clerk advised that even if an employee expresses a desire to not have a pension they must still be registered with The Pensions Regulator.

d) To agree the annual leave entitlement

It was agreed to run the holiday year in line with the financial year i.e. the 1st April to the 31st March. It was agreed to adopt the recommended holiday entitlement in the NALC Model Contract of Employment for Local Councils of 23 days annual leave plus bank holidays and 2 additional (statutory) days, i.e. 25 days leave plus bank holiday on a pro-rata basis.

e) To agree the probationary and standard Notice

It was agreed to suggest to Full Council that during the probation period 4 weeks Notice is required by both parties. The Notice period to be given by both parties after the probation period is recommended as being 3 months.

f) To agree interview dates

Deferred until some completed application forms have been received.

g) To discuss interview questions

Members considered a list of questions prepared and circulated by the Locum Clerk. Cllr. Laponder offered to put them into a matrix format for ease of completion at the interviews. Cllr. Laponder stressed the importance of keeping a record of the scoring matrices for each applicant.

16/25 Date of the next meeting: Tuesday 4 November 2025 at 7pm

With no further business to transact the meeting closed at 8.57pm.

Signed:

Date: