



COXHEATH PARISH COUNCIL

MINUTES of the STAFFING COMMITTEE MEETING held in the Parish Council Office, Coxheath Village Hall on Monday 22 September 2025 at 7.30pm

01/25 Election of Chair:

Cllr. Laponder was proposed by Cllr. Gardner and seconded by Cllr. Thomas.

Cllr. Laponder accepted the nomination and there were no other nominations.

Resolved: Cllr. Laponder was elected as Chairman following a unanimous vote.

02/25 Administration:

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

03/25 Present and Apologies

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

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

Apologies: There were none.

04/25 Declarations of Interest:

None declared.

05/25 Open Session:

There were no members of the public present.

06/25 Confidential Items

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

07/25 Recruitment of a Parish Clerk and Responsible Finance Officer

a) To consider the draft specimen job description for the role of Parish Clerk and Responsible Finance Officer

Members considered a draft job description for the role of Parish Clerk and Responsible Finance Officer prepared by the Clerk based on a template from the SLCC.

Resolved: To recommend to Full Council to adopt the job description for the role of Parish Clerk and Finance Officer.

b) To decide whether to separate the roles

Members discussed the disadvantages and advantages of separating the roles of the Parish Clerk and Responsible Finance Officer. The key advantage would be continuity in the event that either person is indisposed. However, it was agreed that it would be difficult to separate the working hours and responsibilities. It was agreed that appointing a Deputy Clerk may be something to consider in the future if and when the parish and the role grows.

Resolved: To appoint one person for both the role of Parish Clerk and Responsible Finance Officer.

c) To agree the key terms

Members considered similar roles currently been advertised and the working hours. It was suggested and agreed to advertise the role as 20-25 hours per week and that this should be reviewed after a probationary period. The role will be advertised as being primarily home based with a requirement to attend parish locations.

Resolved: To recommend to Full Council that the role is advertised as 20-25 hours per week being primarily home based with a requirement to attend parish locations.

d) To agree a person specification

Members considered and approved the draft person specification prepared by the Locum Clerk.

Resolved: To recommend to Full Council that the person specification is adopted.

e) To agree the benchmark salary range

Members noted the contents of the SLCC advisory note circulated by the Locum Clerk. The advisory note explains the process for evaluating the pay scale for a Clerk. The Locum Clerk advised Members of the grade that the previous Clerk was on. It was agreed that the role falls within the banding Local Council, LC 2.

Resolved: To recommend to Full Council that the role should be advertised as grades LC24-32. The grade awarded will be based on knowledge and experience.

f) To agree the wording of the job advertisement and publication

Members considered and approved the job advertisement prepared and circulated by the Locum Clerk. It was agreed for it to be published on the KALC website, noticeboards, website and social media. It was also agreed to circulate the job advertisement locally.

g) To agree the wording of the application form

Members considered the wording of the application form prepared and circulated by the Locum Clerk.

Resolved: To recommend to Full Council that the application form is adopted.

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

Resolved: To set a deadline of Friday 24 October 2025 for the return of any completed application forms.

i) To agree a selection panel and interview date

Resolved: That Cllrs. Laponder, Thomas, Gardner and the Locum Clerk form the selection panel. Interview dates to be set at a later stage.

08/25 Date of the next meeting: Tuesday 14 October 2025 at 7pm

With no further business to transact the meeting closed at 9.16pm.

Signed:

Date: