

High Halden Parish Council



ALL COUNCILLORS ARE HEREBY SUMMONED to the
**Extraordinary Meeting of the Parish Council due to take place on
Tuesday 2 December 2025 at 5pm in the 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)

Louise Goldsmith

Louise Goldsmith, Clerk to High Halden Parish Council

27 November 2025

157/25 ADMINISTRATION:

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

158/25 APOLOGIES: To receive and accept apologies for absence. (LGA 1972 s85 (1))

159/25 DECLARATIONS OF INTEREST: To receive any declarations of interests.

160/25 OPEN SESSION:

To adjourn the meeting to enable any members of the public present to address the Council.

161/25 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.

162/25 TO RECEIVE THE RESIGNATION OF THE PARISH CLERK AND RESPONSIBLE FINANCE OFFICER

163/25 TO DISCUSS AND AGREE THE INTERIM ARRANGEMENTS

164/25 RECRUITMENT OF PARISH CLERK AND RESPONSIBLE FINANCE OFFICER

- a) To consider the draft specimen job description
- b) To agree the key terms
- c) To agree a person specification
- d) To agree the benchmark salary range
- e) To agree the wording of the job advertisement and deadline for applications
- f) To agree the wording of the application form
- g) To set a deadline for the return of any completed application forms
- h) To agree a selection panel, questions and interview date

165/24 DATE OF THE NEXT MEETING: Monday 8 December 2025 at 7pm