

High Halden Parish Council



To: Cllrs: Farmer, Morgan and Pearson

YOU ARE HEREBY SUMMONED to the
**Meeting of the Staffing Committee due to take place on
Monday 19 January 2026 at 7pm in Sports Pavilion, Jubilee Park**

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

13 January 2026

01/25 Election of a Chairman

02/25 ADMINISTRATION:

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

03/25 APOLOGIES:

To receive and accept apologies for absence. (LGA 1972 s85 (1))

04/25 DECLARATIONS OF INTEREST:

To receive any declarations of interests.

05/25 OPEN SESSION:

No decision can be taken during this session but the Chair may decide to refer any matters raised for further consideration. Councils cannot lawfully decide any business not specified on the agenda.

06/25 Terms of Reference: To note

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

(To be taken as a confidential item)

- a) To receive feedback from the interviews
- b) To agree who to offer the role
- c) To agree the terms and conditions to be offered
- d) To discuss pension requirements
- e) To review and discuss the draft contract

07/25 Equipment for Parish Clerk

- a) Purchase of a new laptop
- b) Purchase of a printer
- c) Licence agreements

08/25 Policies

- a) To consider a draft disciplinary and grievance policy
- b) To consider any other relevant policies

09/25 Training

- a) To discuss the training requirements of Councillors

10/25 Handover to new Clerk/Exit of Current Clerk

- a) To discuss the arrangements

11/25 DATE OF NEXT MEETING: To be confirmed

12/25 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.