

HIGH HALDEN PARISH COUNCIL
Minutes of the Staffing Committee Meeting
held on Monday 19 January 2026 at 7pm in the Sports Pavilion

Present: Cllr. J. Pearson (Chairman), Mrs. S. Farmer, Ms. J. Morgan and Mrs. K. Hoath (Ex-officio Member)

In Attendance: Mrs L Goldsmith (Clerk).

01/25 ELECTION OF A CHAIRMAN

Election of Chairman

Cllr. Pearson was proposed by Cllr. Hoath and seconded by Cllr. Morgan. Cllr. Pearson accepted the nomination and there were no other nominations.

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

02/25 ADMINISTRATION:

Fire Exits; Fire Meeting Point; Mobile Phones. The Clerk confirmed that there have been no requests to record the meeting.

03/25 APOLOGIES

Apologies: All present.

04/25 DECLARATIONS OF INTEREST: None declared.

05/25 OPEN SESSION

There were no members of the public present.

06/25 TERMS OF REFERENCE

The terms of reference approved by Full Council at a meeting held on the 8 September 2025 were noted.

Part 2 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.

There were no members of the public present.

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

a) To receive feedback from the interviews:

Cllr. Pearson gave some general feedback from the interviews and the scoring matrices were discussed.

b) To agree who to offer the role

Cllr. Pearson proposed to offer the role of Parish Clerk and Responsible Finance Officer to Mr David Rice subject to references and agreeing terms.

Resolved: To offer the position to Mr David Rice subject to references and agreeing terms.

If Mr. Rice does not accept a second candidate was agreed.

Initials:

- c) To agree the terms and conditions to be offered
Members discussed and agreed the key terms and conditions.
Resolved: To offer the role to Mr. David Rice on grade SCP 24 in the Local Government Services Pay Agreement for 12 hours per week. Timesheets to be completed for the probationary period and for the number of working hours reviewed at the end of the probation.
- d) To discuss Pension Requirements
Members noted that the minimum contribution to a pension scheme is 8% of earnings and that the employer must pay at least 3% of this. Members discussed some pension providers with Nest and People's Pension being possible options.
Resolved: The Parish Council will contribute 3% to an agreed pension scheme. Pension provider to be discussed with the new Clerk.
- e) To review and discuss the draft contract
Members reviewed the NALC recommended contract and agreed some changes. The Clerk suggested a start date of Monday 9 February 2026 which was agreed. The current Clerk will leave on the 19 February 2026.

07/25 Equipment for Parish Clerk

- a) Purchase of a new laptop
The current Clerk's laptop is over 5 years old and the battery life is limited. The purchase of a new laptop for the new Clerk is essential. It was agreed to try and source a new laptop for under £500.00. The current Clerk will purchase a new laptop and will then arrange to meet with the new Clerk and transfer all the files to the new laptop. The new Clerk will need to set the laptop up and register any software.
- b) Purchase of a printer
It was agreed to defer this item as it is thought that the proposed new Clerk already has access to a printer
- c) Licence agreements
The current Clerk advised that all the licence agreements such as Microsoft Office and Norton for the current laptop are registered to the Clerk and her own credit card. When the files have been transferred the Clerk will remove the licences and consequently the files from the laptop and will give the laptop back. The current Clerk will also hand over a hard drive which will have a hard copy of the files. It was noted that the Clerk's credit card is linked to other licences such as the website domain and that these will need to be changed.

08/25 Policies

- a) To consider a draft disciplinary and grievance policy
Members reviewed a draft disciplinary, capability and grievance policy prepared and circulated by the Clerk. Some amendments were suggested. The Clerk will circulate an amended copy of the policy for adoption at the next Full Council meeting
- b) To consider any other relevant policies
The current policy schedule was noted.

Initials:

09/25 Training

- a) To discuss the training requirements of Councillors
The Clerk expressed her concern that the new Councillors have not attended any training. The Clerk has circulated details of the recommended introductory courses and every Councillor has access to the KALC website. It was agreed to encourage all Members to review their training requirements.

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

9pm *In accordance with Standing Orders it was resolved to continue with the meeting*

- a) To discuss the arrangements
It was noted that the current Clerk will spend a day with the new Clerk setting up the new laptop and transferring and explaining the files. The current Clerk is also proposing to have a 'walkabout' around the parish with the new Clerk and will at the same time demonstrate and hand over all the keys to the hall, gates and pavilion. The Clerk advised that the current laptop, a basic projector, mobile screen, measuring wheel, wooden gavel set and two boxes of files will also be handed over. The Clerk has already circulated details of the archived files at KCC Libraries. The Clerk has also advised that several years of minutes are missing prior to 2020. The Clerk is preparing some handover notes which will include relevant logins and passwords. The new Clerk will need to be set up with Unity Bank which the current Clerk will try and arrange before leaving.

11/25 Date of next meeting: To be confirmed.

With no further business to transact the meeting closed at 9.05pm

Signed: Date:

Initials: