



LEYSDOWN PARISH COUNCIL

Staffing Committee Minutes

Held on: Thursday 21st August 2025

Venue: Eastern Sheppey Community Hub, Leysdown-on-Sea

Present:

Cllr. Switters (Chair)
Cllr. Bidgood
Cllr. Noe

In Attendance:

Emily O'Neil, Clerk
Sarah Poole FSLCC, RFO/Proper Officer (Minute Taker)

LOSPCS25/26 – 1 Apologies for Absence

There were no apologies for absence.

LOSPCS25/26 – 2 Declarations of Interest

No Disclosable Pecuniary Interests or other significant interests were declared.

LOSPCS25/26 – 3 Public Session

There were no members of the public present.

LOSPCS25/26 – 4 Clerk's Reflections on the Role

The Chair invited the Clerk to reflect on experiences since appointment in January 2025.

The Clerk reported that the role had initially been challenging but that confidence and independence had developed significantly. The Clerk acknowledged the support of the RFO/Proper Officer, peer networks and Councillors as instrumental in professional development.

The Committee noted the reflections.

LOSPCS25/26 – 5 Achievements to Date

The Committee reviewed key achievements including:

- Establishing operational stability and consistency.
- Delivery of regular Parish Council meetings.
- Improved administrative processes.
- Consistent website and social media communications.
- Timely handling of correspondence.

Mrs Sarah Poole – Proper Officer

Wing Road, Leysdown-On-Sea, Kent, ME12 4EA. rfo@leysdownparishcouncil.gov.uk | 01795 511277



- Progression of Christmas lights and Christmas lunch projects. It was unanimously agreed that performance had exceeded expectations. Councillors commended resilience, professionalism and positive contribution to Council cohesion.

LOSPCS25/26 – 6 Training and Development

The Clerk identified support with minute-taking standards as beneficial. It was proposed by Cllr. Switters, seconded by Cllr. Noe and **RESOLVED** unanimously that:

- The Clerk be enrolled on the ILCA (Introduction to Local Council Administration) course without delay. It was further **RESOLVED** that:
 - Clear expectations for minute format and style be established.
 - The matter be referred to the Policy Committee for formal guidance.
- The Committee noted that completion of ILCA would support gradual transition of agenda preparation responsibilities.

LOSPCS25/26 – 7 Objectives and Priorities (Next Six Months)

The following objectives were agreed:

- Completion of ILCA qualification.
- Delivery of Christmas lights project.
- Delivery of Christmas lunch.
- Development of a full Asset Register (including acquisition dates, valuations and inspection regimes) and registration on Civil+ly.
- Continued strengthening of governance and compliance.
- Preparation for gradual assumption of agenda-setting responsibilities.

LOSPCS25/26 – 8 Councillor Feedback

Councillors expressed appreciation of the Clerk's contribution. Cllr. Noe stated that expectations had been exceeded and commended resilience. Cllr. Bidgood acknowledged strong progress within a short timeframe. Cllr. Switters commended consistency, constructive problem-solving and professionalism. The Clerk confirmed commitment to continued development and expressed appreciation for the Council's support.

LOSPCS25/26 – 9 Conclusions and Next Steps

The Committee concluded that the Clerk is performing strongly and is a valued member of the Parish Council team.

It was **RESOLVED** that:

- The Clerk will book onto ILCA.
- Minute-style expectations be referred to Policy Committee.
- A further staffing review take place in six months.



LOSPCS25/26 – 10 Confidential Item

Under the Public Bodies (Admission to Meetings) Act 1960, it was resolved that the press and public be excluded for consideration of staffing matters. A staffing matter was considered and a resolution was made.

LOSPCS25/26 – 11 Close of Meeting

There being no further business, the meeting closed at 6.21pm.

Signed: _____

Cllr. Switters (Chair)

Date: _____