



Donnington & Muxton Parish Council
Turreff Hall, Turreff Avenue, Donnington, TF2 8HG
Email: clerk@donningtonmuxton-pc.gov.uk
Website: www.donningtonmuxton-pc.gov.uk
Telephone: 01952 608001

STAFF AND PERSONNEL COMMITTEE

Minutes of the Staff and Personnel Committee Meeting held at Turreff Hall, Donnington on 10th November 2025 commencing at 6:00pm.

Present: Councillors I Alexander, Z Harrison, R Overton and O Vickers. Ex-officio members: Councillor J Urey.

Also Present: K Eshelby (Clerk to the Parish Council).

Absent: None

SP25/11/15 Apologies: Councillors L Dugmore,
Resolved – that the apologies are noted.

SP25/11/16 Declaration of Interests: As per Registers of Interest.

Private Session

Councillors were asked to consider entering into Private Session.

Resolved – that under the Public Bodies (Admission to Meetings) Act 1960 S1(2) and under Section 100(A) of the Local Government Act 1972, the public and press be excluded for the remainder of the meeting for the following items of business on the grounds they involve the likely disclosure of exempt information as defined in the Acts.

SP25/11/17 Staffing

The Councillors and Clerk considered the following:

1. The Clerks Resignation and Notice Period Request
Resolved – that the Clerks request for an earlier notice period is granted, making her last official day at Donnington and Muxton Parish Council 31st December 2025.
2. Appointment of new Clerk
Resolved - To advertise for a Clerk at Scaling Point 33 - 36 of the 2025/2026 National Joint Council for Local Government Services pay scales with the closing date for applications to be 12th December 2025 with interviews to take place on week commencing 5th January 2026, then the appointment ratified at Full Council on 12th January 2026.
3. Appointment of Locum Clerk
Resolved – To enter a contract with LGRC to provide a part time Locum Clerk immediately with the current Parish Clerk having delegated responsibility to confirm details. The Clerk confirmed

there would be no financial implications as the budget would fund the Locum clerk until March 2026.

The meeting closed at 18:23 hrs

Signed:

Date:

SP57

DRAFT