



Donnington & Muxton Parish Council
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STAFF AND PERSONNEL COMMITTEE

Minutes of the Staff and Personnel Committee Meeting held at Turreff Hall, Donnington on 18th August 2025 commencing at 6:30pm.

Present: Councillors O Vickers (Chair), I Alexander, L Dugmore, Z Harrison and R Overton.

Also Present: R Morgan (Clerk to the Parish Council) and K Eshelby (Deputy Clerk to the Council).

SP25/08/09 Apologies: Councillor J Urey.

Resolved – that the apology is noted.

SP25/08/10 Declaration of Interests: As per registers of Interest.

Exclusion of Press and Public

Resolved – that under the Public Bodies (Admission to Meetings) Act 1960 S1(2) and Schedule 12A of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the grounds they involve the likely disclosure of exempt information as defined in the Acts.

SP25/08/11 Staffing

Councillors discussed the following:

- Councillors were informed that the Deputy Clerk/Finance Officer has submitted an application for the post of Clerk. It was **resolved** that the Deputy Clerk will be interviewed, and this will take place on Thursday 21st August 2025 at 9am. The interviewers will be the Chair of the Council, the Chair of the Staff and Personnel Committee and the Clerk.

K Eshelby then attended the meeting.

- Councillors then discussed advertising externally for an Events Officer. It was suggested that should the Deputy Clerk be successful at the interview and be offered the post of Clerk then perhaps the Council should advertise for a Deputy Clerk/Events Manager. This role would involve covering for the Clerk when on holiday, managing Turreff Hall including bookings, managing the library, organising parish council events, managing this Council's Social Media platforms and creating the Parish Council newsletters. The post can be advertised at the National Joint Committees (NJC) Spinal Column Point 28 for 32 hours per week. Councillors were informed that should this take place, along with outsourcing the cleaning/key holding position, then this Council could make savings of up to £30,000 per annum. However, it would be prudent to put £10,500 aside from this for redundancies should they occur as a result of the Community Governance Review 2025.

Resolved – to advertise for a Deputy Clerk/Events Manager on SCP 28 for 32 hours per week should the current Deputy Clerk be successful in becoming the Clerk with effect from 1st November 2025 when the current Clerk leaves.

- Councillors were informed that the caretaker had handed in her resignation notice and would be leaving this Council on 5th November 2025. However, after handing in her resignation she then informed the Clerk that she would be off work for four weeks. The Council is currently employing an external contractor to clean and a keyholder to open and close Turreff Hall out of office hours. Various other possible key holders were then mentioned. It was suggested that the Clerk writes to the caretaker asking if she would like to bring her retirement forward to 10th September 2025. The Clerk is currently obtaining quotes from external contractors to clean Turreff Hall, the library and offices and should have these before September's Council meeting. It was **resolved** that the cleaning and key holding for this Council is outsourced to external contractors and the Clerk is to obtain quotes for these services.

The meeting closed at 1850hrs

Signed:

Date: