



Donnington and Muxton Parish Council

Turreff Hall,
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STAFF AND PERSONNEL COMMITTEE

Minutes of the Staff and Personnel Committee Meeting held at Turreff Hall, Donnington on 18th November 2024 commencing at 6:30pm.

Present: Councillors L Dugmore, N Dugmore and J Urey.

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

Absent: Councillors Z Harrison, R Overton and O Vickers.

Election of Chairman

Due to the absence of the Chair and Vice Chair Councillor N Dugmore proposed that Councillor J Urey is Chair for this meeting. This was seconded by Councillor L Dugmore.

P24/11/19 Apologies: There were no apologies. Councillors stated that they were not happy with the non-attendance of Councillors for such an important meeting and asked that this be minuted.

P24/11/20 Declaration of Interests: As per Registers of Interests.

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.

P24/11/21 Staffing

Councillors discussed a request by the Deputy Clerk/Finance Officer to up her hours per week to enable her to carry out her workload without building up Time Off in Lieu. Councillors considered the options provided of working 32 hours per week and full time 37 hours per week. The Deputy Clerk explained that she was struggling to fulfil her workload with her current hours and was conscious of preventing building up time off in lieu (T.O.I.L.). Turreff Hall is busier than ever and when the Clerk is away, she is only able to carry out the bare essentials of her own job whilst at the same time covering the library when there are no volunteers. Councillors discussed the financial implications to this Council and possible stress that not increasing the hours may have on the Deputy Clerk in trying to fulfil her tasks.

The Deputy Clerk was asked to leave the room whilst Councillors discussed the information provided. **Resolved** – to recommend to Council for ratification that the Deputy Clerk's hours are increased to 37 hours per week as from 1st December 2024.

The Deputy Clerk returned to the meeting.

P24/11/22 Future Staffing Considerations

The Clerk informed Councillors of the possible loss of staff in the future and future staffing provision of this Council.

The Caretaker has indicated to the Clerk that once her house has sold there is a high degree of possibility that she will be leaving the employment of this Council. Councillors, therefore, needed to consider if they would advertise her job or employ key holders and contract cleaners to cover this Council's requirements in the future. The Clerk was asked to obtain quotes from contract cleaners so that this can be used in comparison to employing another caretaker if or when the circumstance arises.

The Clerk also informed Councillors of his intentions to retire at the end of October 2025 providing his current circumstances didn't change. Councillors would need to decide whether to advertise the post internally and employ from within or advertise externally. With the possible changes to the Parish Council's boundaries in 2027 the new Clerk would have to be made aware that the post may only be for eighteen months unless safeguards are put in place prior to this by the Parish/Town Councils and/or Telford & Wrekin Council.

The meeting closed at 1908hrs

Signed:

Date