



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 23rd June 2025 commencing at 6:30pm.

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

Also Present: R Morgan (Clerk to the Parish Council).

SP25/06/01 Election of Chairman: Nominations to elect the Chairman of this committee were requested. Councillor O Vickers was nominated by Councillor R Overton and seconded by Councillor Z Harrison. Councillor L Dugmore was nominated by Councillor J Urey and seconded by Councillor I Alexander.
Resolved – that the Chairman of this committee is Councillor O Vickers. (Chairman had casting vote).

SP25/06/02 Election of Vice-Chairman: Nominations to elect the Vice-Chairman of this committee were requested. Councillor Z Harrison was nominated by Councillor R Overton and seconded by Councillor O Vickers. Councillor L Dugmore was nominated by Councillor J Urey and seconded by Councillor I Alexander.
Resolved – that the Vice-Chairman of this committee is Councillor Z Harrison. (Chairman had casting vote).

SP25/06/03 Apologies: There were no apologies.

SP25/06/04 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.

SP25/06/05 Staffing

The Clerk informed Councillors that it is his intention to retire on 31st October 2025. To this end and to ensure continuity, this Staff and Personnel Committee meeting has been arranged to enable this Council to appoint a replacement in plenty of time before the Clerk leaves. The Clerk produced two options for Councillors to discuss, highlighting the advantages and disadvantages of each option. Councillors discussed the merits of advertising internally and using the experience available or advertising externally. Councillors also discussed what effect the proposed Community Governance Review could have on recruiting staff, what type of contract should be offered and possible effects on any future redundancy remuneration depending on the type of contract offered.

The Chair suggested to take each consideration separately.

Proposed by Councillor J Urey, seconded by Councillor I Alexander that the Clerk's post is advertised internally.

Resolved – to advertise the post internally for a Clerk.

Proposed by Councillor L Dugmore, seconded by Councillor J Urey that the contract offered is a permanent contract.

Resolved – that the contract offered is a permanent contract.

The meeting closed at 1900hrs

Signed:

Date