



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 24th July 2025 commencing at 6:30pm.

Present: Councillors O Vickers (Chair), L Dugmore and R Overton. Ex-officio members: Councillor J Urey.

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

SP25/06/06 Apologies: Councillors I Alexander and Z Harrison.

Resolved – that the apologies are noted.

SP25/06/07 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.

SP25/06/08 Staffing

Councillors discussed the Scaling Points for the internal advertisement for a Clerk along with closing dates for applications and dates for interviews.

Resolved – to advertise the post salary at Scaling Point 36 of the 2025/2026 National Joint Council for Local Government Services pay scales with the closing date for applications to be 14th August 2025 with interviews to take place on 21st August 2025. If no applications are received by 14th August 2025, then the Clerk is to immediately proceed with advertising the post externally. If this is the case, then the closing date for applications is to be 5th September 2025 with interviews taking place on 15th September 2025.

Councillors then discussed the advertisement for an Events Officer and changing the Deputy Clerk's job title to include Responsible Financial Officer.

Resolved – that as there is currently no vacancy for an Events Officer then this will be discussed in the future should the need arise. Changing the Deputy Clerk's job title to include Responsible Financial Officer will also be discussed in the future when a vacancy arises.

The meeting closed at 1900hrs

Signed:

Date: