



# Downton Parish Council

By Order of Melanie Camilleri Clerk & RFO

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Date: 17 June 2026

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Dear **MEMBER OF DOWNTON PARISH COUNCIL STAFFING COMMITTEE**

You are hereby summoned to attend a

**STAFFING COMMITTEE MEETING**

on **MONDAY 22 JUNE 2026** at **6pm**

in **THE DOWNTON MEMORIAL CENTRE (CENTENARY ROOM)**

For Information: Members of the Public & Press

## AGENDA

- SC 01/26 Election of Chair**  
To elect a Staffing Committee Chair for the municipal year 2026/27
- SC 02/26 Minutes of the Meeting**  
To resolve to approve that in the absence of the Clerk, Cllr Brentor will take the Minutes of the meeting.
- SC 03/26 Election of Vice-chair**  
To elect a Staffing Committee Vice-chair for the municipal year 2026/27
- SC 04/26 Public Question Time**  
The Chair will invite members of the public to make representations in respect of the business on the Agenda, ask their questions, or make their statements. The period of time designated for public participation shall not exceed fifteen minutes unless otherwise directed by the Chair. A member of the public shall not speak for more than five minutes.
- SC 05/26 Apologies for Absence**
- SC 06/26 Declarations of Interest**
- i) To receive declarations of interest from Councillors on items on the agenda
  - ii) To receive written requests for dispensations for disclosable pecuniary interests (if any)
  - iii) To consider and grant requests for dispensation in accordance with relevant circumstances under Standing Order 13(h), as appropriate

- SC 07/26**      **Minutes**  
To resolve to approve the Minutes of the Staffing Committee Meeting held on **04 August 2025**
- SC 08/26**      **Business raised during Public Question Time**  
To resolve to refer any business raised by the public or items of information from councillors either to the appropriate committee or for any other action.
- SC 09/26**      **Mileage Allowance**  
i) To review and recommend changes to Officer contracts regarding the reimbursement of “mileage expenses” following HMRC’s increase in the Approved Mileage Allowance Payment rate from 45p to 55p per mile for the first 10,000 business miles per tax year effective from 06 April 2026.
- SC 10/26**      **To consider resolving that Agenda item SC 11/26 will be closed to members of the public and press under the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) by reason of the personal nature of the business to be discussed**
- SC 11/26**      **Staffing Matter**
- SC 12/26**      **Next Meeting**  
To agree the date of the next Staffing Committee Meeting