



Downton Parish Council

Minutes of the DOWNTON PARISH COUNCIL

**STAFFING COMMITTEE MEETING held on
MONDAY 22nd JUNE 2026 6pm
THE DOWNTON MEMORIAL CENTRE (CENTENARY ROOM)**

Councillors summoned and present: Gareth Watts Chair (GW), Matt Randall (MR), Jane Brentor (JB) and Judith Snares (JS)

No Officers present

Members of the public present: None

MINUTES

SC 01/26 Election of Chair

RESOLVED: Cllr Watts unanimously elected as Chair of the Staffing Committee for the municipal year 2026/27

SC02/26 Election of Vice-chair

RESOLVED: Cllr Snares unanimously elected as Vice-chair of the Staffing Committee for the municipal year 2026/27

SC 03/26 Public Question Time:

None

SC 04/26 Apologies for Absence:

Cllr Stuart Carter. Reason noted and accepted.

SC 05/26 Declarations of Interest

i To receive declarations of interest from Councillors on items on the agenda:

None

To receive written requests for dispensations for disclosable pecuniary interests (if any):

None

ii To consider and grant requests for dispensation in accordance with relevant circumstances under Standing Order 13(h), as appropriate:

None

SC 06/26 Minutes

RESOLVED: the Minutes of the Staffing Committee Meeting held on 4th August 2025 were approved. JS abstained as she was not present.

SC 07/26 Business raised during Public Question Time

None

SC 08/26 Mileage allowance

RESOLVED: unanimously to recommend changes to Officer contracts regarding the reimbursement of "mileage expenses" to read 'The Council shall reimburse you at HMRC rates in force at the time for mileage incurred in the performance of Council business ..etc

SC 09/26 RESOLVED: Agenda item SC 10/26 would 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 10/26 i) Staffing Issue

RESOLVED: unanimously to recommend the principle of recognising the additional value and increased remit of the Clerk's role in DPC by additional spinal column points (spc) and to recommend contractual changes to the 'single salary point' element of the Clerk's contract to enable this and future performance related annual increases. The specific amount of enhancement, to be back dated to 1st July 2026, requires further information which will be considered by a future Staffing Committee meeting to be held in July.

ii) Staffing Issue

RESOLVED: Recommend contractual changes to the 'single salary point' element of the Admin Officer's contract to enable performance related annual increases. JB abstained forfeiting her vote.

SC 11/26 Date of Next Meeting

The next Meeting for **Downton Parish Council's Staffing Committee was not set.**

Being no further business, GW closed the meeting at 07:10pm.

DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING