



# Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

## Meeting of the Personnel Committee of Laverstock and Ford Parish Council held on Friday 6<sup>th</sup> June 2025 at Hampton Park Pavilion

### MINUTES

**Councillors present:** Waller (Chair), McDonald, Jones

**In attendance:** Deane (Interim Clerk)

The meeting commenced at 4.45pm.

#### **PERS25.019 Apologies**

Apologies were received from Cllr Baker.

**Resolved:** to accept the apologies received

#### **PERS25.020 Declarations of Interest**

There were no declarations of interest.

#### **PERS25.021 Approval of Minutes**

**Resolved:** to approve the minutes of meetings held on 31<sup>st</sup> March 2025 and 14<sup>th</sup> May 2025

#### **PERS25.022 Clerks report**

There was no report.

#### **PERS25.023 Exempt Business – Exclusion of the Press and Public**

**Resolved:** that in view of the staff in confidence nature of the business about to be transacted, that the public and press be temporarily excluded from the meeting under the Public Bodies (Admissions to Meetings) Act 1960 and the Local Government Act 1972 s100.

#### Operations Officer

Following discussion regarding separation of the responsibilities within the role, a job share was agreed between two staff members, each on 18 hours, subject to budget. Cllr Waller asked that they ensure 'overlap' time is included each week. Recruitment of an Operations Assistant on 12 hours per week will be investigated.

#### Salary Scales

Following discussion it was agreed that proposed salary changes be discussed at Finance and General Purposes Committee.

#### Parish Clerk vacancy

Further interview candidates were agreed. The Clerk will continue to investigate options for Locum cover and obtain a quote for outsourcing of a future recruitment campaign if required.

The meeting closed at 5.45pm.

**NEXT MEETING.** Date of the next meeting of the Personnel Committee of the Parish Council to be advised.

SIGNED:

DATE: