



Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

Meeting of the Personnel Committee of Laverstock and Ford Parish Council held on Monday 31st March 2025 at River Bourne Community Farm.

MINUTES

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

In attendance: Deane (Deputy Clerk), Prince (Responsible Financial Officer RFO)

The meeting commenced at 7.05pm.

PERS25.009 Apologies

There were no apologies.

PERS25.010 Declarations of Interest

There were no declarations of interest.

PERS25.011 Approval of Minutes

Resolved: to approve the minutes of the meeting held on 31st January 2025

PERS25.012 Parish Clerk Recruitment

The committee discussed the recent resignation of the Parish Clerk and made plans for the recruitment of a new Clerk. The evaluation report from Local Council Consultancy in June 2023 was reviewed in line with the new budget for 2025/26.

Resolved: to increase the offered salary scale to substantive LC3 (SCP 37-41), from below substantive LC3 (SCP 33-36).

The timescale for advertisement was agreed with a closing date of 4th May and interviews during week commencing 19th May.

The panel will be confirmed following confirmation of election.

PERS25.013 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 (Admission to Meetings) Act 1960 and the Local Government Act 1972 s100.

Staff Matters in Confidence

Interim arrangements for Parish Clerk

The benefits and cost of appointing a Locum Clerk were debated. Additional administrative support during the interim period was also discussed.

Resolved: to recommend to Full Council the appointment of Trudi Deane as Interim Clerk on SCP 36, pending recruitment of a new Clerk.

The meeting closed at 8.13pm.

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