

MARKET LAVINGTON PARISH COUNCIL

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27th August 2025

To Councillors:

Fred Davis; Duncan Poole; Chloe Stevens; Laura Turner-Scott (Chair).

You are hereby summoned to attend a **Meeting** of the **Staffing Committee** of Market Lavington Parish Council to be held at the **Old School, Church Street**, Market Lavington on **Tuesday 2nd September 2025 at 6.00pm** for the purpose of transacting the business detailed below.



Tanya West
Parish Clerk & RFO



AGENDA

Meeting of the Staffing Committee

6.00pm

Please note that this Parish Council meeting may be recorded in accordance with the Openness of Local Government Bodies Regulations 2014. If you wish to record the meeting, please inform the Chair or Clerk in advance so that any necessary arrangements can be made. The Parish Clerk may also record the meeting for administrative purposes; this recording will be deleted once the draft minutes are approved in accordance with Standing Orders.

Item for Discussion	
25/26-062	Attendance and Apologies for Absence
a) To receive any apologies for absence and consider reasons for non-attendance. b) To receive update on councillor attendance to meetings and apologies process.	
25/26-063	Declarations of Interest and Dispensations to Participate
a) To receive declarations of interest in respect of matters contained in this agenda. b) To receive any dispensation requests received.	
Members are reminded of their obligation to declare any interests they may have in any issues arising at the meeting which might conflict with the business of the council and how these interests impact on their involvement with discussions and voting.	
25/26-064	Adjournment for Public Participation (maximum of 5 minutes)
Opportunity for councillors to hear questions or comments sent in by the public on agenda matters, or for public participation.	
25/26-065	Minutes of Council Meetings
Meeting of the Staffing Committee held on the 28 th January 2025 - To approve and sign the minutes as a correct record of the meeting.	
25/26-066	Resolution Relating to Confidential Nature
To pass a resolution that in accordance with Standing Order 3d in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw.	
25/26-067	Review of Finances 2025/26
To consider expenditure report for the 2025/26 financial year for those budgets specifically linked to the Staffing Committee.	

25/26-068 Payroll, Salaries, and Pensions

To receive a report and make any associated decisions to include update on national salary rates, update on pensions and the monthly payroll.

25/26-069 Parish Clerk & RFO – Probation Period Review

- a) To review progress and performance following the appointment of the new Clerk/RFO in March 2025 and make any associated decisions regarding the probation period.
- b) To consider workload and hours allocated and determine if any additional hours are required, whether as a temporary or permanent basis.

25/26-070 Other Staffing Matters

Opportunity for Councillors / Clerk to bring any matter not on the agenda to the committee for attention (for information, anything requiring decision will be carried forward to a future meeting).

25/26-071 Items for next agenda

Opportunity for Councillors to identify any matter to be included on the agenda for the next Staffing Committee meeting.

25/26-072 Date and Time of Next Meeting

The next meeting of the Staffing Committee is to be determined.