



**Minutes of the Meeting of the Personnel Committee held on
Tuesday 24th February 2026 at 7.00pm at
Monkston Community Centre, St. Bartholomews, Monkston, MK10 9FJ**

Members present: Cllr M Hippey (Chair), Cllr S Fisk (Vice-Chair), Cllr M Miller

In attendance: Cllr B Pearson
no members of the public were in attendance

Locum Clerk: P Truppin

Minute ref	Item
P 121/25	APOLOGIES FOR ABSENCE
	None received.
P 122/25	DECLARATIONS OF INTEREST
	There were no declarations of interest.
P 123/25	PUBLIC PARTICIPATION
	There was no public participation.
P 124/25	APPROVAL OF MINUTES
	It was RESOLVED to approve the minutes of the meeting of the Committee held on Tuesday 27 th January 2026 as a true and accurate record, and that they be signed by the Chair.
P 125/25	ADMINISTRATION OFFICER VACANCY
	The Locum Clerk reported on the outcome of interviews held on Monday 16 th February 2026. Four candidates were seen by the panel, Cllr S Fisk, Cllr M Hippey and the Locum Clerk. It was a unanimous decision to offer the post to Amanda Harmsworth, subject to satisfactory references. References had now been received and it was RESOLVED to confirm the offer of appointment to Ms Harmsworth.
P 126/25	STAFFING STRUCTURE REVIEW – IMPLEMENTATION AND NEXT STEPS
	Cllr Hippey introduced this item with, given the appointment of the new Administration Officer, how to integrate the post within the revised staffing structure with particular consideration to be given to the relationship with the Assistant Clerk role. In the meantime, it would be prudent to hold the Assistant Clerk post as vacant. Also, to put the General Operative post on hold until the Community Centre ownership and management had been resolved. The meeting was reminded that the permanent Parish Clerk/RFO post needs to be full time at 37 hours per week.

P 127/25	RECRUITMENT OF PERMANENT CLERK
	Given the successful appointment of the Administration Officer, it was RESOLVED to progress the appointment to the Chief Officer/Parish Clerk/RFO role and it was further RESOLVED to recommend to Full Council that CHRGS be engaged to carry out this work as an extension to their existing contract under Financial Regulation 5.12.iii.
P 128/25	EXCLUSION OF THE PRESS AND PUBLIC
	It was RESOLVED that in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the business to be discussed, that the press and public be excluded from the meeting. It was further RESOLVED that Cllr B Pearson be invited to remain in attendance for the next agenda item.
P129/25	CHIEF OFFICER / CLERK / RFO - CONTRACTUAL MATTERS
	The meeting was informed that the final salary payment to Mr R Fuller, former Clerk, had been calculated and would be paid in the next payrun. Also, expenses claimed by Mr Fuller would be paid at the same time. The Locum Clerk would explain these arrangements by letter to Mr Fuller.
P 130/25	READMITTANCE OF THE PRESS AND PUBLIC
	It was RESOLVED that the confidential business having been concluded, the press and public be readmitted to the meeting.
P 131/25	DATE OF THE NEXT MEETING
	It was noted that the date of the next meeting of the Personnel Committee is to be held on Tuesday 24 th March 2026.

The meeting closed at 19:56.

Signed:  Date: 24/3/26

Chair