

Newbury Town Council

Minutes of the Staff Sub-Committee held on 30 July 2025 in the Council Chamber.

Present:

Councillors Jo Day (Chairman), Pam Lusby-Taylor, Ian Jee (sub), Steve Masters & Vaughan Miller

In Attendance:

Toby Miles-Mallowan, Chief Executive Officer (CEO)

10. Apologies for absence

Councillor Gary Norman, Elizabeth O’Keeffe

11. Declarations of interest and dispensations

No declarations of interest noted

12. To Receive the minutes of Staff Sub-Committee 23 May 2025.

CEO apologised for not producing the minutes, these had been circulated previously and confirmed that they would be signed off at the next meeting.

13. Vacancies and Recruitment

Sub- Committee **received** an update on NTC staff recruitment

Sub Committee **agreed** the Locum Planning and Highways Clerk Job Description

Subject to amendments.

Proposed: Steve Masters

Seconded: Vaughan Miller

Sub Committee **agreed** to commence recruitment of Locum P&H Clerk.

Proposed: Steve Masters

Seconded: Ian Jee

14. Exclusion of Press and Public

Proposed: Jo Day

Seconded: Steve Masters

Resolved to exclude press and public

15. Staff Update

Sub-Committee **received** and update on staffing matters.

There being no other matters the meeting finished at 20:30

Signed: _____
Chairman

Date: _____