

Minutes of an Extraordinary Meeting of the
STAFFING AND STRATEGY COMMITTEE
of the Winkfield Parish Council held on
Tuesday 4th November 2025 from 8.27 pm –8.47pm



Those present:

Cllr T Blakemore

Cllr E Blyth

Cllr C Dudley (Chair)

Cllr M Gaw

Cllr G Paxton

Cllr R Warren

Officer: Ruth Lyes, Clerk

Absent: Cllr Atkinson, Cllr Barber

SS 25/23 WELCOME FROM THE CHAIR

The Chair welcomed those in attendance to the meeting

SS 25/24 PUBLIC PARTICIPATION

None

SS 25/25 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Atkinson

SS 25/26 DECLARATION OF INTEREST

None.

SS 25/27 EXCLUSION OF PRESS AND PUBLIC

It was noted that discussion in open session of agenda items 6,7,8 and 9 could prejudice the integrity of the forthcoming recruitment process.

It was proposed by Cllr Dudley, seconded by Cllr Warren and was unanimously

RESOLVED that pursuant to the Public Bodies (Admissions to Meetings) Act 1960, members of the press and public be excluded from the meeting during consideration of the staffing recruitment matters listed as agenda items 6,7,8 and 9. It was noted that discussion in open session could prejudice the integrity of the forthcoming recruitment process.

SS 25/28 RECRUITMENT PACK – REVIEW & APPROVAL

The draft recruitment pack for the Clerk vacancy was reviewed. This had been circulated to the committee in advance of the meeting.

There was discussion on the requirement of a DBS check. The Clerk advised that the role would not fall under the category of a regulated activity and there standard and enhanced checks would not be appropriate.

Clerks Note: subsequent clarification is that a basic check (unspent convictions and conditional cautions) may be undertaken if required by the recruitment panel.

It was proposed by Cllr Blyth, seconded by Cllr Warren and was unanimously

RESOLVED that the recruitment pack be approved for publication, subject to the following minor alterations:

- Page 6 - Deletion of point 4 (referencing legal framework) as deemed a duplication of point 7 (referencing lawful business)
- Page 16 – adjustment to the description of the presentation parameters and interview location

SS 25/29 RECRUITMENT PROCESS TIMELINE

Consideration was given to the proposed timeline for the recruitment of the new Clerk, including key dates for advertising, shortlisting, interviews, and appointment. These had been circulated to the committee in advance of the meeting.

It was proposed by Cllr Dudley, seconded by Cllr Gaw and was unanimously

RESOLVED that the proposed timeline and advertising strategy be approved and that the recruitment process proceed in accordance with agreed dates. It was recognised that minor adjustments may be required during the process, to be agreed by the Recruitment Panel.

Clerks Note: Advertising expenditure to be funded from the existing budget for Legal and Professional (General) Fees.

SS 25/30 RECRUITMENT PANEL

Consideration was given to the establishment of a Recruitment Panel in accordance with the Committee's Terms of Reference.

It was proposed by Cllr Warren, seconded by Cllr Paxton and was unanimously

RESOLVED that a Recruitment Panel be appointed from within the Committee's membership to manage the recruitment and appointment process for the new Clerk, with delegated authority as set out in the Terms of Reference. It was agreed to request that the Recruitment Consultant attend the interview. The following Councillors were appointed to form the Recruitment and Interview Panel:
Cllr Dudley, Cllr Gaw and Cllr Blakemore.

Chair