

**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)

**1. Apologies for absence**

Councillor Gary Norman, Elizabeth O’Keeffe

**2. Declarations of interest and dispensations**

No declarations of interest noted

**3. 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.

**4. 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

**5. Exclusion of Press and Public**

**Proposed:** Jo Day

**Seconded:** Steve Masters

**Resolved** to exclude press and public

**6. Staff Update**

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

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

Signed: \_\_\_\_\_  
Chairman

Date: \_\_\_\_\_