

# SHRIVENHAM PARISH COUNCIL (SPC)

16<sup>th</sup> December 2025 at 10 am

Memorial Hall, Highworth Road, SN6 8BL

Dear Councillor

You are summoned to attend an extraordinary meeting of Shrivenham Parish Council to be held in the Parish office on **Tuesday 16<sup>th</sup> December 2025 at 10 am.**

R P Sheldon  
Chair

—  
11<sup>th</sup> December 2025

## AGENDA

1. To receive apologies for absence.
2. To receive Declarations of Interest & requests for dispensations.
3. To consider the recommendations of the Personnel committee to:
  - appoint an administrative officer for a 3 month fixed term contract
  - approve an extension of the Parish Clerk's hours from 21-26 hours per week
4. Agenda items for next meeting.
5. Date of next meeting: Wednesday 7<sup>th</sup> January 2026