

CONFIDENTIAL

SHRIVENHAM PARISH COUNCIL (SPC)

Minutes of an Extraordinary Meeting held on 16th December 2025 at 10 am in the Claridge Room

Present Cllr Bob Sheldon (RS)
Cllr Julia Jones (JJ)
Cllr Bjorn Watson (BW)
Cllr Elaine Ware (EW)
Cllr Richard Bartle (RB)
Cllr Claire Winfield (CW)
Cllr Richard Page (RP)

25/342	APOLOGIES FOR ABSENCE: Cllr Lucy Brown, Cllr Simon Howell, Cllr Gerard Pearson and Cllr Nathan Woodhouse.	ACTION
25/343	DECLARATIONS OF INTEREST: None.	
25/344	Cllr. Winfield pointed out: <i>“That this meeting, whilst it now and latterly ratifies the decisions previously made by the personnel committee, records that it does so despite the decisions made by the Personnel Committee having fallen outside of both this council’s standing orders and the committee’s delegated powers.”</i> Cllr. Winfield’s motion was not supported	
25/345	Proposal to move to Confidential session Proposed Cllr Sheldon, Seconded Cllr Bartle. RESOLVED	
25/346	Confidential Session CW point of order not a matter for confidential session. The Chair disagreed and following brief discussion the meeting proceeded: To consider the recommendations of the Personnel committee to: <ul style="list-style-type: none">• appoint an administrative officer for a 3-month fixed term contract. Alisha is ending her contract. Phoebe has resigned. A temporary appointment has been recommended for three months, allowing a brief handover with Alisha. Proposer Cllr Page, Seconded Cllr Bartle. RESOLVED• approve an extension of the Parish Clerk’s hours from 21-26 hours per week. Proposed Cllr Page, Seconded Cllr Bartle. RESOLVED. Cllr Winfield complained that this was not a recommendation, but it had been endorsed already. Cllr Sheldon stated these recommendations were from the Personnel Meeting; they were not decisions. He confirmed that the Personnel committee meeting had an agenda and minutes.• Cllr Winfield, It is essential that roles and responsibilities are looked at.• Cllr Sheldon, Agreed we need to do this, but lack of staff is making it difficult.	
25/347	Agenda items for next meeting. None	

The meeting closed at 10.40

DRAFT