

Shrivenham Parish Council (SPC)

30 September 2026 at 09:00

The Parish Office, Memorial Hall, Highworth Road, SN6 8BL

Dear Member of the Personnel Committee,

You are summoned to attend a Personnel Committee Meeting on behalf of SPC to be held on Wednesday 30 September 2026 at 09:00 in the Parish Office.

Yours sincerely,
Bob Sheldon
Chair SPC

25 September 2026

Agenda

1. Apologies for absence
2. Declarations of Interest & requests for dispensations
3. Public Participation Time:
*This period is designated for public speaking in accordance with Standing Order 3 (f).
Members of the public are welcome to speak on any business for up to 3 minutes.
Questions will be restricted to a maximum of 3 per person, per meeting.*
4. Recruitment of Clerk – shortlisting criteria
5. Recruitment of Finance Administrator – shortlisting criteria
6. Motion to move into Confidential session
7. Candidate review and selection for interview
8. HR support
9. Staffing issues
10. Review support for current staff, training and future recognition opportunities
11. Date of next meeting: TBC