Shrivenham
Parish Council

Notice of Parish Council Staffing Committee Meeting (SC21/10/26) and Agenda.

Members of the Committee: you are summoned to attend the following Meeting of Shrivenham Parish Council Staffing Committee.

Meeting Details.

Date	:	21st October 2026
Time	:	9.30am
Venue	:	Memorial Hall, Highworth Road, Shrivenham, Wiltshire, SN6 8BL

Members of the Public: you are invited to attend. Members of the public wishing to record the meeting are requested to notify the Chair of their intention to do so. Under the Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded and recordings stopped where business of a confidential nature is to be transacted.

Agenda (SC21/10/26).

1. **Apologies for Absence**.
   1.1. To receive and approve apologies for absence.

2. **Declarations of Interest and Dispensations.**
   2.1. To receive any declarations of interest under the Localism Act 2011 and to consider any requests for dispensations.

3. **Election of Chair.**
   3.1. To elect a Chair of the committee.

4. **Minutes of the Previous Meeting.**
   4.1. To consider and approve the minutes of the Shrivenham Parish Council Staffing Committee meetings held on and authorise the Chair to sign them as a true record.
      4.1.1. 28th April 2026.
      4.1.2. 27th May 2026.
      4.1.3. 16th June 2026.
      4.1.4. 7th July 2026.
      4.1.5. 28th August 2026.
      4.1.6. 9th September 2026.
      4.1.7. 16th September 2026.
      4.1.8. 30th September 2026.

Signed *D Hatton* (Clerk) Date 14th October 2026

5. Confidential Session.

5.1. To resolve to move into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960 due to discussions relating to staffing matters which include confidential information.

6. Staff Vacancies.

6.1. To consider applications received for the position of Shrivenham Parish Council Clerk/Responsible Finance Officer.

6.2. To consider applications received for the position of Finance Administrator.

7. Date of next meeting.

Signed *D Hatton* (Clerk) Date 14th October 2026