SHRIVENHAM PARISH COUNCIL (SPC)

The Memorial Hall, Highworth Road

Shrivenham SN6 8BL

Telephone: 01793 782925

www.shrivenham.org

In the absence of the Clerk it was agreed for Councillor Ware to take the minutes

MINUTES OF PERSONNEL COMMMITTEE MEETING HELD ON WEDNESDAY 16th SEPTEMBER 2026 AT SHRIVENHAM MEMORIAL HALL

Cllrs Present: Bob Sheldon (Chair), Julia Jones and Elaine Ware

1 Apologies for absence: Cllrs Brown and Page

2 Declarations of Interest: None

3 Public Participation Time: There were no members of the public present

4 Recruitment of Clerk Shortlisting criteria – Adverts have been placed with a number of organisations and it was agreed to defer the shortlisting criteria to the next meeting of the committee.

5 Recruitment of Finance Administrator shortlisting criteria – As for the Clerk vacancy adverts placed and criteria deferred to next meeting

6 Motion to move into Confidential session – Cllr Sheldon PROPOSED to move into confidential session Cllr Jones SECONDED, RESOLVED

7 HR Support – A member of the committee has acted as the liaison to obtaining advice and guidance from OALC during this difficult time. The committee discussed the proposal to use an external organisation to assist with the recruitment essentials and other personnel matters. There will be financial implications that will require ratification by full council.

8 Staffing Issues – Holiday entitlements for part-time staff were discussed together with sick pay for all members of staff. Arrangements are in hand for a formal probationary interview.

9 Review support for current staff, training and future recognition opportunities – this item was deferred to the next meeting.

10 Agenda items for next meeting – See Items 4,5 and 9 above

11 Date and time of next meeting – Wednesday 30 September at 0900 hrs Venue to be confirmed.

Shrivenham Parish Council - Approved