Shrivenham
Parish Council

Minutes of the Parish Council Staffing Committee Meeting (SC09/11/26).

Meeting Details.

Date	:	9th November 2026
Time	:	9.30 am
Venue	:	Memorial Hall, Highworth Road, Shrivenham, Wiltshire, SN6 8BL
In attendance	:	Cllr Sheldon, Cllr Brown, Cllr Jones, Cllr Ware, Cllr Page
Clerk/RFO	:	D Hatton
Members of the public	:	0

Minutes (SC09/11/26).

1. **Apologies for Absence**.
   1.1. To receive and approve apologies for absence.
   None.

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.
   None.

3. **Minutes of the Previous Meetings.**
   3.1. 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.
   3.1.1. 30th September 2026.
   Proposed. Seconded. Approved. **RESOLVED**. Chair signed minutes. Clerk to publish.
   3.1.2. 30th October 2026.
   Proposed. Seconded. Approved. **RESOLVED**. Chair signed minutes. Clerk to publish.

4. **Confidential Session.**
   4.1. To resolve to move into a Confidential Session to discuss 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.
   Proposed. Seconded. Approved. **RESOLVED**.

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Signed ..... (Chair) Date .....

5. Staff Matters.

5.1. Clerk/RFO vacancy.
D Hatton left the room. Following discussion, it was agreed to recommend to full council that D Hatton be appointed as Clerk/Responsible Finance Officer to Shrivenham Parish Council on a Fixed Term contract until 31/03/2028. A hybrid role of 25 hours per week with a minimum 15 hours office attendance. NJC Scale 31.

5.2. Contract revisions.
The committee discussed the actions required prior to the proposed TUPE transfer of staff to the Viscountess Barrington's Trust. It was agreed that a standard core template of a Contract of Employment was required, with role specific job descriptions included. Cllr Brown and Clerk to produce templates are circulate to committee members for approval. I was agreed that once agreed updated Contracts of Employment for Shrivenham Parish Council would be presented to staff members allowing a simple transition of employer details during the TUPE process.

6. Date of next meeting.

6.1. 25th November 2026 at 11.00am to be held at the Memorial Hall, Highworth Road, Shrivenham, Oxfordshire, SN6 8BL.

Meeting closed at 11.00 am.

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Signed ..... (Chair) Date .....