Shrivenham
Parish Council

Notice of the Parish Council Staffing Committee Meeting (SC25/11/26) and Agenda.

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

Meeting Details.

Date : 25th November 2026
Time : 11.00 am
Venue : Sports Pavillion, Highworth Road, Shrivenham, Oxfordshire, 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 (SC25/11/26).

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. **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. 9th November 2026.

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.

5. **Staff Matters.**
   5.1. Contract of Employment template progress update.
   5.2. To consider terms and conditions of the appointed Secretary/Treasurer to the Viscountess Barrington's Trust of which Shrivenham Parish Council is the sole Trustee and employer of all staff.
   5.3. Provisions for ongoing absence of Handyman.

Signed *D Hatton* (Clerk) Date 19th November 2026

6. Date of next meeting.

6.1. As required.

Signed *D Hatton* (Clerk) Date 19th November 2026