Shrivenham
Parish Council

Minutes of the Parish Council Staffing Committee Meeting (SC21/10/26).

Meeting Details.

Date	:	21st October 2026
Time	:	9.30am
Venue	:	Memorial Hall, Highworth Road, Shrivenham, Wiltshire, SN6 8BL
In attendance	:	Cllr Sheldon, Cllr Brown, Cllr Ware, Cllr Jones
Clerk/RFO	:	D Hatton

Minutes (SC21/10/26).

1. **Apologies for Absence**.
   1.1. To receive and approve apologies for absence.
   Apologies were received and accepted by Cllr Page.

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. **Election of Chair.**
   3.1. To elect a Chair of the committee.
   Proposal to elect Cllr Sheldon as Chair of the Staffing Committee. Proposed. Seconded. Approved.
   RESOLVED.

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.
   Pending.
   4.1.2. 27th May 2026.
   Pending.
   4.1.3. 16th June 2026.
   4.1.4. Pending.
   4.1.5. 7th July 2026.
   Pending.

Shrivenham Parish Council - Approved

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

4.1.6. 28th August 2026.
Proposed. Seconded. Approved. **RESOLVED**. Chair signed minutes. Clerk to publish.

4.1.7. 9th September 2026.
Proposed. Seconded. Approved. **RESOLVED**. Chair signed minutes. Clerk to publish.

4.1.8. 16th September 2026.
Proposed. Seconded. Approved. **RESOLVED**. Chair signed minutes. Clerk to publish.

4.1.9. 30th September 2026.
Pending.

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.
Proposed. Seconded. Approved. **RESOLVED**. Meeting was closed to non-committee-members.

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.

Following discussion it was agreed to defer all actions subject to a review of staffing requirements to be presented to full Council and the Viscountess Barrington's Trust.

7. Date of next meeting.
TBC**.**

Meeting closed at 10.30am.

Shrivenham Parish Council - Approved

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