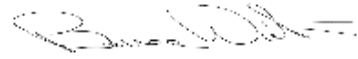


To all members of Shinfield Parish Council Staffing Committee. Notice is hereby given, and you are summoned to attend, a meeting of the Staffing Committee on Wednesday 20th May 2026, commencing 19.30 at the School Green Centre.



Bruce Winton, Clerk
15th May 2026

Members: Cllrs L James (Chair), N Masseron, Z Matic, I Montgomery & D Peer

Agenda

11. Public Questions

- 11.1 To **RECEIVE** and **CONSIDER** public questions

12. Apologies and declarations of members' interests

- 12.1 To **RECEIVE** and **CONSIDER** approval of apologies for absence
- 12.2 To **RECEIVE** members' declarations of interest and related parties interests

13. Minutes of the previous meeting

- 13.1 To **RECEIVE** and **APPROVE** the minutes of 21st January 2026 as a correct record of the meeting and to authorise the Chair to sign the same*
- 13.2 To **CONSIDER** matters arising from the minutes

14. General Review of staffing

- 14.1 To **RECEIVE** and **NOTE** a verbal report on staffing matters and structure by the Clerk
- 14.2 To **RECEIVE** and **CONSIDER** the Front of House Supervisor Role
- 14.3 To **RECEIVE** and **CONSIDER** changes to the staffing arrangements for Café

15. Staff Recruitment

- 15.1 To **RECEIVE** and **CONSIDER** the recruitment process for
 - a. Deputy Clerk *
 - b. Community Engagement & Events Officer and *
 - c. PT Youth Worker *

16. Staff Survey

- 16.1 To **RECEIVE** and **CONSIDER** the draft staff survey questions, timetable and process *

17. Training

- 17.1 To **RECEIVE** and **CONSIDER** a verbal update on training

18. Staff Security Matters

- 18.1 To **RECEIVE** and **NOTE** a verbal report by the Clerk on staff security matters
18.2 To **RECEIVE** and **NOTE** a verbal report by the Clerk on anti-social behaviour

19. Date of Next Meeting

- 19.1 The next meeting is Wednesday 15th July 2026