

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 16<sup>th</sup> July 2025, commencing 19.30 at the School Green Centre.



Bruce Winton, Clerk  
10<sup>th</sup> July 2025

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

## Agenda

### 1. Public Questions

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

### 2. Apologies and declarations of members' interests

- 2.1 To **RECEIVE** and **CONSIDER** approval of apologies for absence
- 2.2 To **RECEIVE** members' declarations of interest

### 3. Minutes of the previous meeting

- 3.1 To **RECEIVE** and **APPROVE** the minutes of 21<sup>st</sup> May 2025 as a correct record of the meeting and to authorise the Chair to sign the same\*
- 3.2 To **CONSIDER** matters arising from the minutes

### 4. General Review of staffing

- 4.1 To **RECEIVE** and **NOTE** a verbal report on staffing matters and structure by the Clerk
- 4.2 To **RECEIVE** and **CONSIDER** a report from the Chair regarding the Clerk's Annual Appraisal

### 5. Training

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

### 6. Staff Security Matters

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

### 7. Date of Next Meeting

- 7.1 The next meeting is Wednesday 12<sup>th</sup> November 2025