

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 21st January 2026, commencing 19.30 at the School Green Centre.



Bruce Winton, Clerk
16th January 2026

Members: Cllrs L James (Chair), N Masseron, Z Matic, 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 12th November 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 **CONSIDER** a proposal for long-term staffing structure and resilience
- 4.2 To **RECEIVE** and **NOTE** a verbal report on staffing matters and structure by the Clerk

5. Member-Officer Conduct Protocol

- 5.1 To **RECEIVE** and **CONSIDER** the draft Member-Officer Conduct Protocol* with a view to recommend the document to Full Council

6. Terms of Reference

- 6.1 To **RECEIVE** and **CONSIDER** the draft Terms of Reference for the committee*

7. Training

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

8. Staff Security Matters

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

9. Date of Next Meeting

- 9.1 The next meeting is Wednesday 20th May 2026