CAVERSFIELD PARISH COUNCIL

To *Members of the Council*: you are summoned to attend a Meeting of the Staffing Committee of Caversfield Parish Council on **Wednesday 18 March 2026** in the Chinnery Room at Fringford Village Hall, OX27 8DY at 7pm prior to the Parish Council meeting which commences at 7.30pm.

Members of the Public: you are invited to attend. Any members of the public wishing to address the Council during the formal meeting must make the Chair aware of their intention before the meeting starts. Under the Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Members of the public wishing to record the meeting are asked to notify the Chairman of their intentions so that appropriate arrangements can be made for the recording, in accordance with the Council's Standing Orders and Recording of Meetings Policy.

STAFFING COMMITTEE AGENDA

1. **Appointment of a Chair of the meeting**
2. **Apologies for absence** – to receive apologies
3. **Requests for Dispensations, Declarations of interest, gifts and hospitality** – to receive any requests for Dispensations, Declarations of Interest from Councillors relating to items on the Agenda, in accordance with the Council's code of conduct
4. **Public participation** – to receive questions from members of the public relating to items on the Agenda, in accordance with the Council's code of conduct and standing orders
5. **Terms of Reference** – to note the Terms of Reference
6. **Public and Press** Public and Press – to consider passing a resolution, in accordance with the Public Bodies (Admissions to Meetings) Act 1960 that the public and Press be excluded from the meeting for the following items by reason of the confidential nature of the business to be transacted
7. **Staffing**
   a. **Appraisal / Personal Development Plan** – to discuss the Clerk's Personal Development Plan
   b. **Salary Review** – to consider the salary review for 2026/27
8. **Date of next Staffing meeting:** to be confirmed in due course

Jane Olds

Dated: 11 March 2026

Jane Olds, Clerk to the Council clerk@caversfield-pc.gov.uk

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