

ADDERBURY PARISH COUNCIL STAFFING COMMITTEE

WEDNESDAY 16 APRIL 2025

Clerk & Responsible Financial Officer
Theresa Goss
3 Tanners Close
Middleton Cheney
Banbury, OX17 2GD

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8 April 2025

Membership: Councillors Jacky Atkinson, Diane Bratt, Oliver Ighani and Rachel Moffat

Dear Councillor,

A meeting of the Parish Council's Staffing Committee will be held on **Wednesday 16 April 2025** at **6.45pm** at **Church House, High Street, Adderbury** to transact the business set out in the Agenda below, and you are summoned to attend.

T.Goss
Clerk to the Parish Council

A G E N D A

1. **Welcome** – To welcome members of the public to the meeting and advise on the procedure for the recording of meetings.
2. **Appointment of Chairman 2024/2025** – To appoint a Chairman of the Committee for 2024/2025.
3. **Declarations of Interest** - Members are asked to declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting.

Advice on declarations of interest should be sought from the Clerk prior to the meeting, as advice cannot be given to Councillors at Parish Council meetings.

4. **Minutes & Matters Arising** – To consider the minutes of the meeting held on 21 March 2024 and any matters arising from those minutes. **(Attached)**
5. **Terms of Reference** – To approve the Terms of Reference for the Committee. **(Attached)**
6. **Public and Press** - To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting for item numbered 7 on the grounds that it could involve the likely disclosure of private and confidential information.
7. **Staffing** – To consider the appraisal and salary review for 2025/2026 for the Clerk & Responsible Financial Officer.