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AGENDA

Councillors are summoned to attend a meeting of the
STAFFING COMMITTEE
to be held in Burton Pavilion, Milford Heath Road
on Thursday 1st October 2026 at 8.00pm

Cllr Coy	Cllr Pettitt
Cllr Hewett	Cllr Simmons
Cllr Kinnes	

Distribution
Staffing Committee
Chair & Vice-Chair of Council

This is an exceptional meeting of the Staffing Committee. Confidentiality shall be maintained at all times; staffing matters will be discussed in closed session in accordance with the Public Bodies (Admissions to Meetings) Act 1960.

Robert Applegarth
Parish Clerk

Date: 25th September 2026

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1. To receive Apologies

2. Disclosure of Interests
To receive from Members, in relation to any items included on the agenda for this meeting, declarations of interests which are required to be disclosed by the principles set out in Section 28 of the Localism Act 2011; and in accordance with the Witley & Milford Parish Council Code of Local Government Conduct.

3. Chair's Announcements

4. Matters Arising
Matters arising for information from the minutes of 17th September 2026.

5. Approval of Minutes
To approve and sign the minutes of the meetings held on the 17th September 2026.

6. Clerk's Update

7. **Arrangements for business continuity and recruitment of Parish Clerk and Assistant Clerk**

Following the separate, and unrelated, resignations of the Clerk and Assistant Clerk during week commencing 21 September 2026, Members are requested to consider the proposals for recruitment of new staff including any necessary locum cover for the following core functions:

- Clerking and management of the following meetings:
  - Full Council
  - Finance & General Purpose Committee
  - Amenities & Environment Committee
  - Staffing Committee
  - Planning & Highways Group
- Proper Officer
- Responsible Finance Officer
- Cemetery & Allotment management

8. **Councillors' and Representatives' attendance at meetings, seminars, consultations and minor report/matters for consideration at future meetings**

Confidential session pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.
Detail and minutes of Item 7 will be exempt from publication.

DATE OF NEXT MEETING: Staffing Meeting 14th January 2027