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**YOU ARE HEREBY SUMMONED TO ATTEND
THE WHITCHURCH VILLAGE COUNCIL STAFFING COMMITTEE MEETING
WHICH IS TO BE HELD IN THE WVCA HALL
ON MONDAY 15th SEPTEMBER 2025 at 1.30.p.m.**

S Dyer - Clerk – 10th September 2025

AGENDA

1. Public Participation

This provides an opportunity for members of the public to raise questions about and comment upon matters within the jurisdiction of the committee. The maximum time for this session is 15mins, 3mins per individual. If you wish to speak, please notify the Clerk in writing, no later than 24hrs before the meeting, with your name, address, and subject matter.

2. Apologies for absence, to commence no later than 1.45.p.m.

3. To receive any Declarations of Interests under Whitchurch Village Council's Code of Conduct (adopted on 7th November 2012)

4. To receive, consider and grant any dispensations (for disclosable pecuniary interests)

5. To confirm the minutes of the Staffing Committee meeting held on 26th June 2024

6. Privacy – To consider excluding the public and press due to the confidential nature of the following items.

7. To note the Clerk's retirement date and agree the process for recruitment

8. To agree a Job Description & Person Specification for the Clerk/RFO position.

9. To agree the contents of an advertisement to advertise the position.