



GORING-ON-THAMES PARISH COUNCIL

Notice of a Meeting of the Staffing Committee of the Goring-on-Thames Parish Council

Tuesday 10th June 2025 at 10:30pm at The Old School, Station Road, Goring

All Councillors who are members of the committee are summoned to attend the meeting.

Members of the public and press are invited to attend all meetings of the council and its committees.

(Public Bodies (Admission to Meetings) Act 1960)

At the start of the meeting, Questions and comments from members of the public (limited to 10 minutes in total)

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting. Members of the public may make only one address to the council of no more than three minutes' duration and only concerning topics on the agenda. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.

AGENDA

- 1. To receive apologies for absence (LGA 1972 s85(1))**
- 2. Declarations of Interests [LA 2011 s31]**
- 3. To consider requests for Dispensations [LA 2011 s33]**
- 4. To approve the minutes from previous meetings**
 - 4.1. Meeting held on 3rd February 2025
- 5. To consider/approve using a software package for Payroll**
- 6. To confirm the time and date of the next meeting will be agreed as needed by e-mail between the committee members, in conjunction with the Clerk.**
- 7. To consider and, if thought fit, approve the following motion: In view of the confidential nature of the business about to transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw.**

Reason: Confidential business relating to employment
- 8. To review and update contracts**
 - 8.1. Confirmation of revised contract and job spec for Burial Clerk
 - 8.2. New combined job spec, contract and timesheets for Litter picker/cleaner
 - 8.3. Staff Appraisal discussions/timeline
 - 8.4. Future facilities staffing needs
 - 8.5. Recommendations for future staffing requirements