



WESTERN VALLEY  
Parish Council

## Minutes of a Meeting of the Staffing Committee of the Western Valley Parish Council

Thursday 10<sup>th</sup> July 2025 at 19:15, The District Centre, 1 Gentian Mews, OX11 6GR

### Public Session – Prior to the Start of the Meeting

None.

### Members Present:

|         |                       |
|---------|-----------------------|
| Chair   | Cllr V Humphries (VH) |
| Members | Cllr A Dearlove (AD)  |
|         | Cllr A Thompson (AT)  |

### Officers Present:

|                      |                            |
|----------------------|----------------------------|
| Clerk to the Council | Mrs L White (LW) [Virtual] |
|----------------------|----------------------------|

**Public and Press:** None.

### Meeting Started 19:16

**25.04.1.** To elect a Chairman of the Committee for the year ahead. [LGA 1972 ss15(2) and 34(2)]

**Resolved:** Approved Unanimously to elect Cllr Humphries.

**25.04.1.1.** To receive Chairman's acceptance of office [LGA 1972 s83(4)]

**Resolved:** Approved Unanimously to sign after the meeting.

**25.04.2.** Apologies [LGA 1972 s85(1)]

None.

**25.04.3.** To receive declarations of interest for items on this agenda [LA 2011 s31]

None.

**25.04.4.** To approve the minutes of previous council meetings. [LA 1972 Sch 12. Para 41(1)]

**25.04.4.1.** Meeting held on 13<sup>th</sup> February 2025

It was agreed the minutes were an accurate record of the meeting and they were duly signed.



- 25.04.5. 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.**

**Resolved:** Approved Unanimously to exclude the public and press.

- 25.04.5.1. To note the outcome of the Clerk's annual appraisal, consider salary point and hours of the Clerk from 1<sup>st</sup> April 2025 and approve recommendation to the Council for salary and training.**

The outcome of the appraisal, was NOTED and discuss by the committee.

**Resolved:** Approved Unanimously to propose to the council SCP26; up to 8 hours per week, and to recommend to the Council to approve the Clerk's enrolment on Level 4 Community Governance, subject to suitable training contract.

- 25.04.5.2. To approve that the public and press may be invited to rejoin the meeting now the confidential part of the meeting has been completed.**

**Resolved:** Approved Unanimously to reopen the meeting.

- 25.04.6. Confirm the date and time of the next Meeting.**

To hold the annual appraisal informally in February 2026; and hold Full Committee meeting in March 2026, to meet if required in between.

- 25.04.7. To approve the minutes of this meeting. [LA 1972 Sch 12. Para 41(1)].**

It was agreed the minutes were an accurate record of the meeting and they were duly signed.

The Chair Closed the meeting at **19:26**