



Datchet Parish Council

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DATE: 26th January 2026

TO: STAFFING COMMITTEE MEMBERS

Cllr C Wise, Cllr D Buckley, Cllr A Clemens, Cllr S Young, Cllr B Picot

You are hereby summoned to attend the **STAFFING COMMITTEE MEETING** of **DATCHET PARISH COUNCIL** being held in **PARISH OFFICE** on **MONDAY 02ND FEBRUARY 2026**, at **4:00pm** for the purpose of transacting the business specified in the following agenda.

Members of the Public:

In accordance with The Public Bodies (Admissions to Meetings) Act 1960, members of the public wishing to address the Council have the opportunity to do so during the Public Forum. However, also in accordance with The Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Council Members are reminded of their duty under the Code of Conduct, Scheme of Delegation and Standing Orders as well as their commitment to uphold Civility and Respect.

The 7 principles of public life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership

Non confidential papers can be viewed by clicking on this link: [PUBLIC ACCESS DROPBOX](#)

Yours faithfully,

Mrs Mandeep K Masikito (Sonia)

Clerk To the Council

SC25/22 APOLOGIES FOR ABSENCE

To receive and approve members apologies for absence (and the reasons).

SC25/23 DECLARATION OF INTERESTS

Members are required to declare any financial or personal interests arising from the agenda.
Dispensation requests should be made to the Clerk in advance of the meeting.

SC25/24 MINUTES

To agree the minutes of the staffing committee meeting held on **16th Oct 2025 (Paper)**

SC25/25 PUBLIC QUESTION TIME

(Limited to 2 minutes a person and 10 minutes maximum total)

SC25/26 **TERMS OF REFERENCE**
To note updated TOR's approved by full council on 10.11.025 Minute Ref: 25/187b (*Paper*)

SC25/27 **MEMBERSHIP OF COMMITTEE**
1. To note that Cllr Glover has resigned from Datchet Parish Council.
2. To note the appointment of Cllr Picot to the staffing committee. (Council Meeting 12.01.2026, Min ref 25/226c)

SC25/28 **VICE CHAIR**
To appoint a vicechair

SC25/29 **OFFICE/ADMINISTRATION**
To note resignation of admin assistant.

SC25/30 **EXCLUSION OF PRESS AND PUBLIC – PART II**
Motion to exclude the Public and Press, in accordance with the public bodies (Admission to meetings) Act 1960, the public and press will be excluded from the meeting during consideration of the following item (s) due to the confidential nature of the business to be transacted.

SC25/31 **DEPUTY CLERK ROLE**
1. To note that the Council approved the creation of a full-time Deputy Clerk position and authorised the Clerk and the Staffing Committee to manage the recruitment and appointment process. (Council Meeting 12.01.2026, Minute reference 25/226e)
2. To review and agree the draft Job Description and Person Specification; confirm the most appropriate salary scale and SCP range; consider the proposed recruitment timetable; approve how and where the role will be advertised (including any costs); and agree the practical arrangements for shortlisting, interviews, and any assessment tasks. (*See papers*)

SC25/32 **ACCOUNTS OFFICER ROLE**

SC25/33 **MATTERS ARISING**

SC25/34 **ANY OTHER BUSINESS**

SC25/35 **NEXT STAFFING COMMITTEE MEETING**