

# ADDERBURY PARISH COUNCIL STAFFING COMMITTEE

MONDAY 9 FEBRUARY 2026

Clerk & Responsible Financial Officer  
Theresa Goss  
3 Tanners Close  
Middleton Cheney  
Banbury, OX17 2GD

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4 February 2026

Membership: Councillors Jacky Atkinson, Diane Bratt, Oliver Ighani and Rachel Moffat

Dear Councillor,

A meeting of the Parish Council's Staffing Committee will be held on **Monday 9 February 2026** at **5.00pm** at **Church House, High Street, Adderbury** to transact the business set out in the Agenda below, and you are summoned to attend.

T.Goss  
Clerk to the Parish Council

## A G E N D A

1. **Welcome** – To welcome members of the public to the meeting and advise on the procedure for the recording of meetings.
2. **Appointment of Chairman 2025/2026** – To appoint a Chairman of the Committee for 2025/2026.
3. **Declarations of Interest** - Members are asked to declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting.

**Advice on declarations of interest should be sought from the Clerk prior to the meeting, as advice cannot be given to Councillors at Parish Council meetings.**

4. **Minutes & Matters Arising** – To consider the minutes of the meeting held on 16 April 2025 and any matters arising from those minutes. **(Attached)**
5. **Terms of Reference** – To approve the Terms of Reference for the Committee. **(Attached)**
6. **Public and Press** - To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting for item numbered 7 on the grounds that it could involve the likely disclosure of private and confidential information.
7. **Staffing** – To consider the appraisal and salary review for 2026/2027 for the Clerk & Responsible Financial Officer.