

Littlemore Parish Council

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To: All members of Littlemore Parish Council **Personnel & Standards Committee** – Cllrs Susie Aldridge (Chair), Lynne Davies, Peter George, Dorian Hancock, Sadiea Mustafa-Awan, Anne Stares & Maggie Willis.

You are hereby summoned to attend the **Personnel & Standards Committee Meeting** to be held at **Littlemore Community Centre** on **Monday 1st December 2025** at **9:45am** for the purpose of transacting the following business. Members of the public and press are invited to attend.

Yours faithfully

Tim Cann

(CiLCA Qualified), Acting Parish Clerk

Issue Date: Tuesday 25th November 2025

Agenda

Public Forum– the first ten minutes are available for the public to speak or ask a question on relevant Parish Council matters on the following Agenda. Please inform the Clerk of your wish to speak ahead of the meeting. The public are welcome to stay and observe the remainder of the meeting.

PC 19/25 Chair's Welcome:

PC 20/25 Apologies for Absence:

PC 21/25 Declarations of Interest:

PC 22/25 Minutes of Meeting held on Friday 26th September 2025 (See Below)

To receive and confirm the minutes of the last Personnel Committee meeting.

PC 23/25 Chair's Update:

- The chair informed the committee that the acting clerk has agreed to remain in post until March 2026, to see the audit process complete. However, the process of recruiting a permanent clerk/RFO for April 2026 needs to start immediately.

PC 24/25 Parish Vacancies:

- Martin John has now confirmed that no parishioners have asked for an election so the co-option process may proceed. The current co-option policy states that casual vacancies must be advertised for 30 days so applicants for the vacancy will be reviewed at the January 2026 full council meeting.

PC 25/25 Update of Co-option Policy:

PC 26/25 Clerks Update:

- Judith Godland will be resigning as editor of the Littlemore Local from March 2026. This could be the ideal time to review the whole communications, publicity, social media section of the parish council.
- Bill has returned to work after knee surgery. The Committee chair and clerk had a 'back to work' interview. A further meeting will be arranged in a month to review how he is managing.

PC 27/25 Items of an urgent nature brought to the Clerk's attention, since the agenda was set. The Clerk must be informed before the start of the meeting for any item to be considered.

PC 28/25 Date of Next Meeting: TBA