

# TILEHURST PARISH COUNCIL

*Serving the Communities of Birch Copse, Calcot, Denefield and Westwood*

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## NOTICE OF MEETING

Councillors nominated to the Staffing Committee are hereby summoned to attend a meeting to be held on Monday 6 October 2025 at 2.00 pm in the **Committee Room, Calcot Centre, Highview, Calcot**

*Jacky*

Miss J Major  
Clerk of the Council  
1 October 2025

## AGENDA

- |           |                                                                                                                                                                                                                                                                                                           |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SC/25/001 | To note apologies for absence and receive declarations of interest from Members of the Committee                                                                                                                                                                                                          |
| SC/25/002 | Approval and Adoption of the Minutes of the meeting held on 7 March 2024                                                                                                                                                                                                                                  |
| SC/25/003 | To discuss any matters arising from the minutes of the previous Staffing Committee Meeting                                                                                                                                                                                                                |
| SC/25/004 | To receive questions or comments from members of the public regarding items on the agenda                                                                                                                                                                                                                 |
| SC/25/005 | To review the Staffing Committee meeting frequency                                                                                                                                                                                                                                                        |
| SC/25/006 | Exclusion of public and press. To resolve that, in view of the confidential nature of the business about to be transacted, pursuant to the Bodies (Admissions to Meetings) Act 1960, section 1 (2) that the public and press are excluded and are asked to withdraw for the remainder of the agenda items |
| SC/25/007 | To review the draft job description for the facilities assistant post and resolve upon the way forward, including hours, remuneration and recruitment timetable                                                                                                                                           |
| SC/25/008 | To review staff salaries and agree upon recommendations to be made to Full Council at its next meeting                                                                                                                                                                                                    |
| SC/25/009 | To review staffing and training budgets for 2026/27                                                                                                                                                                                                                                                       |

Miss J Major, Clerk to the Council  
Parish Office, Highview, Calcot, Reading RG31 4XD