



Sutton Courtenay Parish Council

Clerk, Miss Jennie Currie

Sutton Courtenay Parish Council, 99 Park Drive, Milton Park, Milton, OX14 4RY

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To: Cllrs Rita Atkinson* (chairman), Robert Dalby*, Lia Plowman*, and Jason Warwick*.

Named subs: Joanna O'Callaghan and Ian Pratley

**If you are unable to attend, please appoint a substitute and inform the Clerk and Committee Members.*

Tuesday 25th August 2026

Dear Councillor,

You are hereby summoned to attend a meeting of the Sutton Courtenay Parish Council's **Staff Committee**, to be held on **Tuesday 1st September 2026** at **8.30pm**** in **Sutton Courtenay Village Hall**, for the purpose of transacting the following business.

Yours sincerely,

Miss J. Currie, Clerk

AGENDA

1. **Apologies for Absence**
2. **Declarations of interest from Councillors and requests for dispensations**
3. **Minutes of the meeting held on Tuesday 3rd February 2026** (enclosed)
4. **Exclusion of the press and public**
5. **Assistant Clerk**
To note the assistant clerk's appraisal was completed on 12th August 2026.
To agree the permanent contract for the Assistant Clerk (enclosed)

****The meeting will commence after the Parish Council meeting.**