Charvil
Parish Council
Chairman: Matt Walker

Clerk to the Council
Miranda Parker
Charvil Village Hall
The Hawthorns
Charvil, Reading
Berks RG10 9TT

www.charvilparishcouncil.gov.uk

Minutes of an Extra-Ordinary Meeting of the Council held on 11th May 2026 in Charvil Village Hall at 7.30pm

Present Matt Walker, Pat Sutlieff, Katrin Harding, Mark A'Bear, Jane Hartley, Alan Simpson, and Lee Cripps.

Apologies for Absence

Absent Narinder Ryatt and Stephen Lucas

25/8848 Open Forum

No residents attended

25/8849 Declarations of Interest

There were no interests declared.

By virtue of the confidential nature of the business to be contracted the press and public were excluded from the remainder if the meeting under Section 2 of the Public Bodies (Admission to Meetings) Act 1960

25/8850 To approve the job description, grading and hours for advertising the role of web editor, administration and social media assistant

The clerk was asked to remove the line on putting together the newsletter, and to include a personal specification, but the rest of the job description was approved, as were the hours and pay band.

It was agreed that because there would be a gap between the current post-holder leaving and a new person starting, Councillor Harding would plug the gap.

25/8851 To approve how and where to advertise the role

It was agreed that the role would be advertised on social media, website, and notice boards, and that it can also be shared on the school's parent group. The closing date would be Friday 5th June.

The meeting closed at 8.05 pm

There being no further business the meeting closed at 8pm

Chairman's Signature .....

Chairman's Initials..... Date.....