



Tuesday 26 November 2019

NOTICE OF MEETING

To: **All members of the Staffing Committee**

You are hereby summoned to attend a **Staffing Committee meeting** of Worplesdon Parish Council to be held at Unit 2 Beaufort, Parklands, Railton Road, Guildford, GU2 9JX on **Tuesday 3 December 2019 at 7.30pm** for the purpose of transacting the following business.

Signed:

Gaynor White

Mrs G F White PSLCC
Clerk to the Council

Those attending for the purpose of reporting on the meeting may use social media or mobile devices in silent mode to send electronic messages about the progress of the public parts of the meeting.

Anyone is permitted to film, record or take photographs at council meetings. Please liaise with the Clerk to the Council prior to the start of the meeting so that those attending the meeting can be made aware of any filming/recording taking place.

Use of mobile devices, including for the purpose of recording or filming a meeting, are subject to no interruptions, distractions or interference being caused to the PA or Induction Loop system, or any general disturbance to proceedings. The chairman may ask for mobile devices to be switched off in these circumstances.

It is requested that if you are not using your mobile device for any of the activities outlined above, it is switched off or placed in silent mode during the meeting to prevent interruptions or interference with the PA or Induction Loop system. The use of flash photography and/or filming lights is not permitted.

AGENDA

1. To receive apologies.
2. Declaration of Disclosable Pecuniary Interests.
3. Declaration of Non-pecuniary interests.
4. To approve the minutes of the Staffing Committee meetings held 31 July 2019 and 12 September 2019.

Pursuant to the Admission to Meetings Act 1960 Section 1(2) In view of the confidential nature of the following business members of the public and press are to be excluded from the meeting.

- 5. To consider and recommend the pay award for 2020/2021** (taking into account the Union's recommendations) and the annual automatic pay increments (where applicable).
- 6. Probationary report – Assistant Groundsman** – To consider the probationary report/s and to decide whether to appoint the Assistant Groundsman on a permanent part-time basis.
- 7. Tools allowance – To consider awarding a tools allowance of £10pm for the Head Groundsman** backdated to October 2018 (until WPC provides all tools required).
- 8. To reconsider the councillor's offer of assistance to the admin staff and to assess the effectiveness of the assistance provided to date** – Confidential report provided by the Clerk to the Council.

Signed:

Gaynor White

Mrs G F White PSLCC
Clerk to the Council