



Unit 2 Saxton  
Parklands  
Railton Road  
Guildford  
Surrey  
GU2 9JX

Tel: 01483 300094

Email: [clerk@worplesdon-pc.gov.uk](mailto:clerk@worplesdon-pc.gov.uk)

Thursday 10 June 2021

## NOTICE OF MEETING

To: All members of the Staffing Committee

You are hereby summoned to attend the **Staffing Committee meeting** of Worplesdon Parish Council to be held at Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX **on Thursday 17 June 2021 at 10.30am** for the purpose of transacting the following business. **Anyone wanting to participate in the public speaking section of the meeting needs to contact the Clerk to the Council, either by email, phone or in writing by NOON Thursday 17 June to enable the 'joining instructions' to be sent out. To participate you must have access to the internet.**

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 during the meeting.*

## COVID PREVENTION MEASURES

1. Members and staff temperatures to be checked prior to entering the Council Chamber.
2. All Members of the Council are required to wear face masks throughout the meeting.
3. Hand sanitiser to be used on entry to and exit from the meeting.
4. All attendees to sign in for Track and Trace.
5. Windows will be left open throughout the meeting to allow air to circulate.
6. Maximum room capacity of the Council Chamber is 12.
7. Members of the public are still required to participate in the meeting via Zoom.

## Agenda

1. To appoint a Chairman of the Staffing Committee for the municipal year 2021/2022.
2. To receive apologies.
3. Declaration of disclosable pecuniary interests.
4. Declaration of non-pecuniary interests.
5. Minutes of the previous meetings:

Minutes of the meetings held 23 November 2020 are to be agreed and signed by the Chairman as a true record.

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

6. To review the pay and conditions of service of all staff (pay entitlements to be taken into account when setting the 2022/2023 budget).
7. To review the Leave and Work-Related Stress policies.
8. **Payment for additional hours worked** – A budget was set aside in the 2021/2022 precept towards payment of additional hours worked, by the Clerk, in order to meet the increasing administrative workload of the Council. Whilst additional hours have been worked, no procedure has yet been put in place to enable payment to be made. To consider action.