



Unit 2 Saxton
Parklands
Railton Road
Guildford
Surrey
GU2 9JX

Tel: 01483 300094
Email: clerk@worplesdon-pc.gov.uk

Friday 24 September 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 Monday 11 October 2021 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 during the meeting.

Agenda

1. To receive apologies.
2. Following Mrs S Morgan MBE's resignation from the Council, to appoint Cllr Tony Webber to the Staffing Committee.
3. Declaration of disclosable pecuniary interests.
4. Declaration of non-pecuniary interests.

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.

5. **Pay entitlements to be taken into account when setting the 2022/2023 budget – No announcement regarding the 2021/2022 pay increase has yet been received from NALC** (National Association of Local Councils). Pay entitlements will therefore have to be guesstimated.
6. **Pay award to Mrs V Fear on the successful completion of her CILCA (Certificate in Local Council Administration)**. A payscale increase of one SCP (Spinal Column Point) is to be awarded – as per the contract of employment. To agree the date for introducing the pay award. Notification of success received 22 August 2021.
7. **To receive and approve the staff appraisals.**
8. **To receive the feedback of the working group (minute number 206-2021 refers) regarding the current workload and systems for dealing with the workload.**
9. **To reconsider the need for a part-time book-keeper** – To consider awarding a temporary fixed six-month contract to help gauge the number of hours required.