



Unit 2 Saxton
Parklands
Railton Road
Guildford
Surrey
GU2 9JX

Tel: 01483 300094

Email: clerk@worplesdon-pc.gov.uk

Monday 3 July 2023

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 10 July 2023 19:30** 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 appoint a Chairman of the Staffing Committee for the municipal year 2023/2024.
2. To receive apologies.
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. **To review the job descriptions and pay/conditions of service of all staff** (pay entitlements to be taken into account when setting the 2024/2025 budget) – currently unknown at the time of preparing the agenda.
6. **Annual appraisals** - To receive and review the annual appraisals.
7. **To consider the appointment of an additional part-time member of staff being:**
 - One part-time Assistant Groundsman (16 hours per week)

and to make a recommendation to the Full Council accordingly.