



**Minutes of the Staffing Committee Meeting held in the  
Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX  
at 7.30 pm on Tuesday 4 February 2025**

**2025-25 - Present**

**Councillors:**

Cllr G Adam (Chairman), Cllr D Bird, Cllr N Crampin, Cllr M Fance, and Cllr M Price.

**Officers of the Council:**

Mrs G White - Clerk to the Council.

**Members of the public:**

None present.

**2025-26 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40**

Cllr C Riley had given his apologies and reason for absence. Cllr D Bird kindly substituted for Cllr Riley. Cllr Riley's apologies and reason for absence were duly accepted.

**2025-27 - Public Participation**

No members of the public were present.

**2025-28 - Declaration of Non-pecuniary Interests**

No declarations were made.

**2025-29 - Declaration of Disclosable Pecuniary Interests (DPIs) - by councillors in accordance with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012 No 1464)**

No declarations were made.

**It was RESOLVED that pursuant to the Admission to Meetings Act 1960 Section 1(2)a in view of the confidential nature of the following business the public and press would be excluded from the remainder of the meeting.**

**2025-30 - Appointment of a part-time Groundsman**

The appointment of a part-time Groundsman has become necessary following the Head Groundsman's resignation (due to retirement). The Head Groundsman's resignation has been accepted, and his last

working day has been agreed as Friday 11 April 2025.

Following discussion, a number of recommendations were made by the Staffing Committee for consideration by the Full Council on 27 February 2025.

**RECOMMENDATIONS:**

**1. Promotion of Mr A Connor to Senior Groundsman/increase SCP (payscale) to reflect his increased responsibilities**

It was proposed by Cllr G Adam, seconded by Cllr M Fance and unanimously **RESOLVED** that that the Full Council approve the promotion of Mr Connor to Senior Groundsman with effect from 14 April 2025. It was also proposed that Mr Connor's Spinal Column Point (SCP) (payscale) be increased to SCP 13 as of 14 April 2025, in recognition of the additional responsibilities this will entail [training and supervision of new member of staff].

Mr Connor's job description and contract of employment to be updated to reflect the changes (as approved by the Full Council on 27 February 2025).

**2. Increase in working hours – Senior Groundsman**

It was proposed by Cllr G Adam, seconded by Cllr D Bird and unanimously **RESOLVED** that the Parish Council approve the increase of Mr Connor's hours to 32 per week [Four working days Monday – Thursday] with effect from 14 April 2025, to ensure the Parish Council's assets are maintained to the highest standard.

**3. Appointment of a Groundsperson [16 hours per week] – SCP 8**

It was proposed by Cllr D Bird, seconded by Cllr N Crampin and unanimously **RESOLVED** that the Full Council approve the appointment of a Groundsperson to cover 16 hours per week [Two working days - Friday and one other of the successful applicant's choice]. To ensure that on one day a week, two members of staff will be available for heavy lifting work, or other jobs that require more than one member of staff to carry out (for health and safety reasons.)

**4. Approval of the draft application pack**

It was proposed by Cllr M Fance, seconded by Cllr N Crampin and unanimously **RESOLVED** that the Full Council approve the draft job advert pack (comprising job advert, job description, person specification, and interview questions) be approved. One minor addition was made, that being the addition of the requirement to be able to tow a water bowser be added to the person specification.

**5. Advertising**

Advertising to commence end of February – deadline for applications end of March 2025.

**6. Interviews to be carried out w/c 7 April 2025**

**7. Interview Panel**

The interview panel to comprise the Chairman of the Staffing Committee, Clerk to the Council, and Senior Groundsman [subject to the Full Council's approval].

The above recommendations will result in an increased cost of £2,147 above the current Groundstaff costs.

Draft minutes of the Staffing Committee Meeting held 4.2.2025

Meeting closed 8.19pm.

Signed:

Chairman of the Council  
Date: 27 February 2025