



Unit 2 Saxton
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Friday 27 June 2025

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 3 July 2025 at 19:00** 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. Appointment of a Chairman for the municipal year 2025/2026.
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. **Groundsman's probationary period report** - To receive and consider the Groundsman's probationary report.
6. **To agree the updated job descriptions for the following members of staff: Clerk to the Council, Assistant Clerk, Senior Groundsman and Finance Officer.**
7. **Annual Appraisals** - To receive and approve the annual appraisals.