



**Minutes of the Staffing Committee meeting held in the  
Parish Office, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX  
at 7.30pm on Thursday 3 July 2025**

**2025-205 - Present**

**Councillors:**

Cllr M Price (appointed Chairman), Cllr S Ellahi, Cllr M Fance, Cllr C Riley and Cllr J Snowball.

**Officer of the Council:**

Mrs G White – Clerk to the Council

**2025-206 - Public participation session – 10 minutes**

No members of the public were present.

**2025-207 - 2024-270 - To appoint a Chairman of the Staffing Committee for the municipal year 2025/2026.**

It was proposed by Cllr J Snowball, seconded by Cllr M Fance and unanimously **RESOLVED** that Cllr M Price be appointed Chairman of the Staffing Committee for the municipal year 2025/2026.

**2025-208 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40**

None received.

**2025-209 - 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.

**2025-210 - Declaration of Non-pecuniary Interests**

No declarations were made.

**Pursuant to the Admission to Meetings Act 1960 Section 1(2)a in view of the confidential nature of the following business it proposed by Cllr M Price, seconded by Cllr S Ellahi and unanimously **RESOLVED** that members of the public and press, by resolution, be excluded from the remainder of the meeting.**

**2025-211 - Groundsman's 12-week probationary report**

The Groundsman's 12-week probationary report had been circulated to the Members via email in advance of meeting.

It was proposed by Cllr M Price, seconded by Cllr C Riley and unanimously **RESOLVED** that the Groundsman's 12-week probationary report be accepted and that the remainder of his probationary period should be completed.

**2025-212 - To agree the updated job descriptions for the following members of staff: Clerk to the Council, Assistant Clerk, Senior Groundsman, and Finance Officer**

The updated job descriptions had been circulated to the Members via email in advance of meeting.

It was proposed by Cllr M Fance, seconded by Cllr J Snowball and unanimously **RESOLVED** that the updated job descriptions be approved.

**2025-213 - Annual Appraisals**

The annual appraisals had been circulated to the Members via email in advance of meeting.

It was proposed by Cllr S Ellahi, seconded by Cllr C Riley and unanimously **RESOLVED** that the annual appraisals be approved.

Meeting closed: 19:12

Signed:

Chairman of the Council  
14 August 2025