



**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 18 September 2025**

2025-306 - Present

Councillors:

Cllr N Crampin, Cllr S Ellahi, Cllr M Price (Chairman), and Cllr J Snowball.

Officer of the Council:

Mrs G White – Clerk to the Council

2025-307 - Public participation session – 10 minutes

No members of the public were present.

2025-308 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40

Apologies and reason for absence were received from Cllr C Riley and Cllr M Fance. The apologies and reason for absence were accepted.

Cllr N Crampin kindly substituted for Cllr C Riley.

2025-309 - 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.

2025-310 - 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 J Snowball, 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.

2025-311 - Groundsman's final probationary report

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

It was proposed by Cllr M Price, seconded by Cllr S Ellahi and unanimously **RESOLVED** that the Groundsman's final probationary report be accepted and that the Staffing Committee recommends to the Full Council that Mr Smart be appointed on a permanent part-time basis.

2025-312 - To review the pay/conditions of service for all staff (pay entitlements to be taken into account when setting the 2026/2027 budget) – The 2025/2026 pay award was announced in July 2025.

The Clerk advised that, due to an unfortunate administrative oversight, the contracts of employment for the office staff needed to be updated to include approved overtime at time and a half to ensure that all of the employees' contracts of employment reflect the decisions of the Council in respect of overtime payments.

The Staffing Committee were informed of the additional hours the office staff work in order to meet the requirements of the Council.

It was proposed by Cllr M Price, seconded by Cllr J Snowball and unanimously **RESOLVED** that whilst the Staffing Committee would still like to ensure that the work/life balance of the office staff is still effectively managed, the administrative oversight needed to be corrected in recognition of subsequent decisions taken by the Council regarding overtime payments.

It was acknowledged that payment of overtime at time and a half will have ongoing budgetary implications and the Staffing Committee recommended that these must be taken into account when setting the annual budget.

Discussion then took place regarding the office staff's workload. It was acknowledged that the workload is increasing, and the staff are struggling to get the work completed within their contracted hours. Cllr J Snowball advised that there are members with IT and other skills which, when shared, may help to reduce the pressure on the staff.

It was agreed that councillors are welcome to spend some time in the office, to share their experience and to help identify areas that could be streamlined.

Meeting closed: 20:26

Signed:

Chairman of the Council
25 September 2025