



**Minutes of the Extra-Ordinary Meeting held in the  
Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX  
at 7.30pm on Friday 5 June 2026**

**2026-184 - Present**

**Councillors:**

Cllr G Burch, Cllr N Crampin, Cllr S Ellahi, Cllr B McShee, Cllr N Mitchell (Chairman), Cllr M Price, Cllr C Riley, Cllr J Snowball, Cllr R Watson, and Cllr T Wright.

**Officers of the Council:**

Mrs G White - Clerk to the Council

**Members of the public:**

No members of the public were present.

**2026-185 - Chairman's Announcements**

The Chairman gave the H&S announcement.

**2026-186 - 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 B Ahier, Cllr S Busby, Cllr B Nagle.

Apologies and reasons for absence duly accepted.

**2026-187 - Public Participation**

No members of the public were present.

**2026-188 - Declaration of Non-pecuniary Interests**

No declarations were made.

**2026-189 - 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.

**2026-190 - To receive and consider written requests for new DPI dispensations, if any**

No requests were received.

**2026-191 - Amendments to the Register of Interests**

No declarations were made.

**2026-192 - Declaration of gifts or hospitality over £50**

No declarations were made.

**2026-193 - Draft Probationary Policy**

The Draft Probationary Policy had been circulated to all Members via email in advance of the meeting.

It was proposed by Cllr C Riley, seconded by Cllr T Wright and unanimously **RESOLVED** that the draft policy be approved and accepted.

**2026-194 - Appointment of the new Clerk to the Council**

Following the interviews, the Interview Panel (comprising Cllr N Mitchell, Cllr M Price, Cllr J Snowball, Gaynor White, and Victoria Fear) recommended that Miss Marie Wingate be appointed as the Clerk to the Council. Miss Wingate's start date to be 8 June 2026, as this will allow for a longer hand-over period. A probationary period of six-months to apply. The starting salary to be SCP 33.

Miss Wingate's references had been obtained and were read to the meeting.

Following discussion, it was proposed by Cllr N Mitchell, seconded by Cllr M Price and unanimously **RESOLVED** that Miss Wingate be appointed as the Clerk to the Council subject to a satisfactory probationary period.

**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.**

**2026-195 - To consider an Additional Pension Contribution (APC) in respect of the current Clerk following receipt of a confidential report**

Following a lengthy discussion, reviewing and rejecting six options, a seventh option was proposed by Cllr C Riley, seconded by Cllr N Mitchell that the Council pay a sum of £27,000 as an APC to the outgoing Clerk to the Council/Responsible Financial Officer (RFO).

A vote took place. Six for, four against. Motion carried.

The gratuity payment of £27,000 is made to the outgoing Clerk to the Council/RFO, Mrs Gaynor White, in recognition of 27 years outstanding service. The Council records its sincere appreciation for Mrs White's unwavering integrity, exemplary standards, tireless dedication and the exceptional contribution she has made to the Parish Council and the community throughout her long and distinguished service.

**2026-196 - Confirmation of the Clerk's retirement date (date subject to the Council's decision regarding item 10 above)**

This item was deferred pending confirmation from Surrey County Council about the APC arrangements.

Meeting closed 20:47

Signed:

Chairman of the Council

Date: 2 July 2026