Unit 2 Saxton
Parklands
Railton Road
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Surrey
GU2 9JX

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Friday 13 November 2026

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 19 November 2026 at 19:30** for the purpose of transacting the following business.

Signed:

Marie Wingate

Miss M Wingate
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. **Declaration of disclosable pecuniary interests.**
3. **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.
4. **Clerk's final probationary period report** - To receive and consider the new Clerk's probationary report and to consider her permanent employment. To make a recommendation to the Full Council.
5. **Communications Officer (part-time role to be employed Spring 2027)** – To consider the revised draft application pack comprising the job description, person specification and job advertisement.
6. **Groundstaff (part-time role to be employed Spring 2027)** – To consider the draft application pack comprising the job description, person specification and job advertisement.