



Council Office
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AGENDA

**Councillors are summoned to attend a meeting of the
STAFFING COMMITTEE
to be held in Burton Pavilion, Milford Heath Road
on Thursday 9th July 2026 at 8.00pm**

Cllr Coy	Cllr Pettitt
Cllr Hewett	Cllr Simmons
Cllr Kinnes	

Distribution

Parish Councillors
Surrey County Councillors

Borough Councillors
Parish Notice Boards

Members of the public who wish to state matters of concern with the committee are invited to do so at 7.50pm, prior to the meeting, which will start at the designated time of 8.00pm.

Robert Applegarth
Parish Clerk

Date: 1st July 2026

To receive comments from members of the public on issues relating to the agenda.

- To receive Apologies**
- Disclosure of Interests**
To receive from Members, in relation to any items included on the agenda for this meeting, declarations of interests which are required to be disclosed by the principles set out in Section 28 of the Localism Act 2011; and in accordance with the Witley & Milford Parish Council Code of Local Government Conduct.
- Election of Vice Chair**
Members to agree a Staffing Committee Vice Chair.
- Chair's Announcements**
- Matters Arising**
Matters arising for information from the minutes of 9th April 2026.
- Approval of Minutes**
To approve and sign the minutes of the meetings held on the 9th April 2026.
- Clerk's Update**

8. Staff Training

8.1. Members are requested to note and approve Clerk's training package:

Appendix 1

8.1.1. **Financial Introduction to Local Council Administration (FILCA)**. Online sector specific learning tool to support all new Responsible Financial Officers (RFOs) in England and Wales. Typically 10 hours of online study. **Cost £140+VAT.**

8.1.2. **Certificate in Local Council Administration (CILCA)**. Practical, level 3 qualification for the sector. CILCA covers knowledge of all aspects of a clerk's work including roles and responsibilities, the law, procedures, finance, planning and community involvement. A requirement for Council to maintain General Power of Competence beyond May 2027. **Cost £970+VAT**

8.2. Update on Administrative Assistant's Introduction to Local Council Administration (ILCA) progress.

9. Staff Appraisals

Members are requested to note and agree the Staff Appraisal process and timeline:

Appraisal process open Tuesday 4 August 2026.

Written self-appraisal to be completed by staff member and submitted to line manager

Appraisal meeting and Clerk's Appraisal

Appraisal to be noted at Staffing Committee, 17 September 2026.

10. Staffing Budget

Appendix 2

Members are requested to note the FY2026-7 year-to-end June 2026 position report.

11. Councillors' and Representatives' attendance at meetings, seminars, consultations and minor report/matters for consideration at future meetings

Confidential session pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.

None.

DATE OF NEXT MEETING: Staffing (Budget) Meeting 17th September 2026