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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 17th September 2026 at 8.00pm

Cllr Coy	Cllr Pettitt
Cllr Hewett	Cllr Simmons
Cllr Kinnes	

Distribution

Parish Councillors	Borough Councillors
Surrey County 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: 11th September 2026

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

1. To receive Apologies

2. 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.

3. Chair's Announcements

4. Matters Arising
Matters arising for information from the minutes of 9th July 2026.

5. Approval of Minutes
To approve and sign the minutes of the meetings held on the 9th July 2026.

6. Clerk's Update

7. Outcome of Appraisals

7.1 Clerk
7.2 Assistant Clerk
7.3 Office Administrator

8. Staffing Budget
Members are requested to note the FY2026-7 year-to-end August 2026 position report. **Appendix 1**

9. 2027-2028 Budget **Appendix 2**
Members are requested to consider the proposed staffing budget for financial year 2027 – 2028 noting the revised 2026 - 2027 pay scales published by NALC and any agreed changes to staff hours and employment grade.

10. 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.
Detail and minutes of Item 7 will be exempt from publication.

DATE OF NEXT MEETING: Staffing Meeting 14th January 2027