



MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING
HELD AT 7.00 P.M. ON THURSDAY 12 JUNE 2025
IN THE COUNCIL CHAMBER

Councillors

Cllr C Bennett

Cllr R Burbridge*

Cllr T Cobby*

Cllr A Morrison*

Cllr H Nicholson*

Cllr D Nicholas

Cllr M Scully* (Chairman of the Council)

Cllr E Townsend

Cllr R Tyler

Cllr C Walker* (Vice Chairman of the Council)

Cllr M West*

PRESENT*

ALSO PRESENT: Parish Clerk B. Bell.

1. APOLOGIES FOR ABSENCE

The Council AGREED the prior commitment apology of Cllr C Bennett and work commitment apology of Cllr D N1cholas.

2. DECLARATIONS OF INTEREST

- Cllr A Morrison declared he is a Waverley Borough Councillor.
- Cllr R Burbridge declared she is a Trustee of Rowleys.

3. PUBLIC SESSION

There were no members of the public present.

4. STAFF MATTERS

The Council considered this agenda item in private and confidential session: reason – staff in confidence.

- The Clerk explained the Admin Clerk role had previously been a full time position, which the Council decided to reduce to 20 hours per week to reduce overall staff costs. The Clerk advised that the duties of the job description could not be completed in 20 hours and the balance of duties had been split between the Clerk and Senior Admin Clerk. The Clerk suggested the Council review the role and job description. She said assertion 10 of the Governance and Accountability Return for 2025 – 2026 places emphasis on GDPR and website accessibility, and Martyn's Law places additional responsibilities for Council properties. The Council AGREED to revise the role to Finance and Admin Assistant for 30 hours per week with additional responsibilities for GDPR and archiving, website updates and accessibility, Martyn's Law and social media. The Clerk had checked the local employment market and Parish Council vacancies to advise on placement of the role within the national pay scale. The Council AGREED to place the role on the scale at SCP 10 – 14.
- The Council AGREED to offer internal promotion for the role in the first instance, and if not accepted, to advertise the role externally.

- 5. DATE OF NEXT MEETING
Thursday 19 June 2025.

The meeting closed at 7.40pm.

Signature.....

Date.....