



Dawn Lacey – Parish Clerk & RFO

Claygate Parish Council

Claygate Village Hall

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Claygate

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FINAL

16th April 2026

YOU ARE HEREBY SUMMONED TO ATTEND

A Meeting of the Staffing Committee of Claygate Parish Council will be held on Thursday 23rd April 2026 at 7.30pm at Claygate Village Hall, Small Hall, Church Road, Claygate

The meeting is open to the public and press. All meetings will operate to our Privacy Policy which can be found at www.claygateparishcouncil.gov.uk. Doors will open at 7.20pm.

Dawn Lacey

Clerk and RFO

AGENDA

1. Apologies for absence.
2. To confirm the minutes of the last meeting held on Thursday 12th February 2026.
3. To review the actions from the previous minutes (Appendix 1)
4. To Elect a Vice-Chairman of the Staffing Committee.
5. To note the 2026 National Pay Award and agree any action required.
6. To discuss the Clerk commencing SILCA training and agree any action required.
7. To review the remit for the Staffing Committee and agree any action required.
8. To confirm the schedule of Staffing Committee Meetings for 2026.
9. To discuss the schedule of meetings for 2027 and agree any action required.
10. Date of next meeting to be confirmed.

MEETING: Claygate Parish Council Staffing Committee
VENUE: Claygate Village Hall, Small Hall, Church Road, Claygate, Surrey KT10 0JP
DATE: Thursday 23rd April 2026
TIME: **7.30pm**

APPENDICES:

Appendix 1: Actions from previous meeting held on 12th February 2026
Appendix 2: Staffing Committee Remit