

**MINUTES OF THE EXTRAORDINARY MEETING OF GROBY PARISH COUNCIL
HELD AT THE PARISH COUNCIL OFFICE, LEICESTER ROAD, GROBY
ON 20th APRIL 2026 COMMENCING AT 6.00PM**

Councillors Present: Cllr C Lincoln (Chair) Cllr N Clarke Cllr L Emmerson Cllr K Griffiths
Cllr G Richardson Cllr L Trivett Cllr C York

Also Present: Parish Clerk

COU/267/25-26 CHAIR'S WELCOME

The Chair welcomed all to the meeting and advised that the meeting would not be recorded due to the confidential nature of matters to be discussed.

COU/268/25-26 APOLOGIES

Apologies were received from Cllr Baker, Batty, Hollick, Hyde, A Mullins, C Mullins. Cllrs N Jones and S Jones was absent. **RESOLVED** to accept these apologies.

COU/269/25-26 DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS

There were none.

COU/270/25-26 CLOSED SESSION

RESOLVED to move into Closed Session to exclude members of the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business to be discussed in relation to consideration of matters of a commercially sensitive nature.

COU/271/25-26 STAFFING MATTERS

i. To receive the Grounds & Maintenance Manager's Resignation

Members were advised that a letter of resignation had been received from the Grounds & Maintenance Manager and this was read out at the meeting.

RESOLVED to write to the Grounds & Maintenance Manager accepting their resignation and expressing thanks for their service to Groby Parish Council.

ii. To confirm the recruitment process for the Grounds & Maintenance Manager – agree pay scale; job description; person specification; recruitment timetable and to appoint members to a Recruitment Panel
A draft job advert, job description and person specification were circulated to members and revisions **AGREED**.

RESOLVED to approve the job description, person specification and job advert with a closing date of 5pm on Friday 8th May 2026; and to set the pay scale range between spinal points 11 - 15 on the National Joint Council scale.

RESOLVED to appoint Cllr Trivett, Cllr Clarke, Cllr Lincoln (reserve) and the Clerk to the Recruitment Panel with an Interview date set as Tuesday 19th May 2026.

iii. To consider costs associated with advertising the job vacancy

RESOLVED that at this stage a budget was not required and to publicise on free recruitment platforms Indeed, Job Centre along with on Council's website, noticeboards and social media pages.

iv. To consider appointing temporary Grounds Maintenance cover and associated costs

Temporary Grounds Maintenance cover was discussed and **AGREED** that this would be essential to ensure that the Estate could continue to be maintained.

RESOLVED to delegate authority to the Clerk to arrange temporary Grounds Maintenance cover up to an agreed day rate; up to 4-days a week; for an initial period of 2-months.

v. To consider any delegated authority arrangements

RESOLVED to delegate authority to the Clerk to reject candidates who do not meet the essential criteria.

RESOLVED to delegate authority to the Recruitment Panel to sift the job applications; to carry out the interviews and to make recommendation to Full Council.

The meeting closed at 7.00 p.m.

Signed:.....

Chair

Date:.....