

**MINUTES OF THE EXTRAORDINARY MEETING OF GROBY PARISH COUNCIL
HELD AT THE PARISH COUNCIL OFFICE, LEICESTER ROAD, GROBY
ON 23rd JUNE 2026 COMMENCING AT 6.30PM**

Councillors Present: Cllr C Lincoln (Chair) Cllr G Baker Cllr P Batty Cllr L Emmerson Cllr K Griffiths
Cllr N Jones Cllr G Richardson Cllr L Trivett Cllr C York

Also Present: Parish Clerk

COU/051/26-27 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/052/26-27 APOLOGIES

Apologies were received from Cllrs Clarke, Hyde and C Mullins.

Cllrs Hollick, S Jones and A Mullins were absent. **RESOLVED** to accept these apologies.

COU/053/26-27 DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS

Cllr Baker declared an interest in agenda item 5iv as the person is known to them in a private capacity;
Cllr Batty declared an interest as a Precept payer.

COU/054/26-27 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 staffing matters.

COU/055/26-27 STAFFING MATTERS

i. To receive the Assistant Grounds & Maintenance Manager's resignation

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

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

ii. To confirm the recruitment process – agree pay scale; job description; person specification; recruitment timetable and to appoint members to a Recruitment Panel.

A draft job description and person specification were circulated to members present and revisions **AGREED**.

RESOLVED:

- (a) To rename the role and to advertise the job vacancy as a full-time Grounds Operative;
- (b) To approve the job description and person specification;
- (c) To set the pay scale range between spinal points 3 – 6 on the National Joint Council scale;
- (d) To set the closing date as 5pm on Thursday 9th July 2026 with interviews being held on 16th July 2026;
- (e) To appoint Cllr Trivett, Cllr Lincoln and the Clerk to the recruitment panel with assistance from another employee if required.

iii. To consider costs associated with advertising the job vacancy

It was **AGREED** not to set a budget for advertising the job vacancy and to publicise on free recruitment platforms, social media pages and Council's website and noticeboards.

iv. To consider extending the temporary Grounds Maintenance cover and associated costs

RESOLVED to extend the temporary Grounds Maintenance cover of 18 hours per week until the end of September 2026.

v. To discuss the Assistant Grounds & Maintenance Manager's gate locking duties

It was **AGREED** for a Councillor to undertake gate locking duties, one evening a week, until the recruitment has taken place and alternative arrangements can be put in place.

vi. To consider any delegated authority arrangements

RESOLVED to delegate authority to the recruitment panel to sift applications, carry out the interviews and make recommendations to Full Council.

The meeting closed at 7.36 p.m.

Signed:.....

Date:.....

Chair