



# HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG  
01428 654305 / [clerk.htc@haslemere.com](mailto:clerk.htc@haslemere.com)

## Minutes of the Staffing Committee Meeting Held 11<sup>th</sup> October 2019 at Town Hall, High St, Haslemere, 9.15am

<b>Chairman</b>	Cllr M. Odell*
<b>Vice-Chairman</b>	Cllr P. Nicholson*
<b>Councillors</b>	Arrick*, Dullaway*, Matthes*

\*- present

The meeting was clerked by Town Clerk Lisa O'Sullivan

### **14/19 APOLOGIES FOR ABSENCE**

None.

### **15/19 DECLARATION OF PECUNIARY AND NON-PECUNIARY INTEREST**

None declared.

### **16/19 MINUTES OF THE LAST MEETING**

The minutes of the meeting held 18<sup>th</sup> June 2019 were agreed at Full Council on 21st March 2019 and were signed by the previous Chairman.

### **17/19 COMMITTEE MEMBERSHIP**

**RESOLVED:** That after the withdrawal of Cllr Dear from the committee, the terms of reference of the Staffing Committee is amended to allow for five, not six members.

### **18/19 EXCLUSION OF THE PUBLIC**

**RESOLVED:** "That in accordance with the provisions of section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting by reason of the confidential nature of the business to be transacted.

### **19/19 ADDITIONAL STAFFING RESOURCE**

The Clerk had previously circulated a report to the Committee asking that they consider asking the Budget WP to put money into the budget for recruiting an additional member of staff, an Open space and Project Support Officer (OPSO) and providing them with additional infrastructure they would need such as a computer and telephone. Cllr Dullaway stated that in his conversations with Councillors regarding Council strategy for this term it was clear that much additional project work would be required. The Clerk noted that there would also be additional work involved with CiL and taking on freehold / management of more open spaces. She also noted scope creep in previous years, such as taking on management of the public toilets, which had increased workload for Town Hall officers. All those present were in agreement that additional resource is required at the Town Hall. It is yet to be decided whether or not this should be full or part-time, this will be easier to assess once the Council's strategy document is complete.

**RESOLVED:** The Town Clerk asks the Budget WP to put £15,500 into the budget for the recruitment of an Open space and Project Support Officer (OPSO) to provide administrative support to the Clerk and

Deputy Clerk in the Council's project work. This amount could change subject to additional hours being required.

A full job specification will be drawn up and the Staffing Committee will run the recruitment process under delegated powers.

**Meeting finished 10am**

Signed M. Odell.

Date 6.3.20.

**Chair of Staffing**