



# HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG  
01428 654305 / [town.clerk@haslemeretc.org](mailto:town.clerk@haslemeretc.org)

9<sup>th</sup> August 2021

To all Members of Staffing Committee

<b>Chairman</b>	Cllr M. Odell
<b>Deputy Chair</b>	Cllr P. Nicholson
<b>Councillors</b>	Arrick, Dullaway, Matthes

I give notice that a meeting of Staffing Committee will be held on Friday 13<sup>th</sup> August 2021 at 11.30am in the Council Chamber, Town Hall, High St, Haslemere and you are hereby summoned to attend such meeting.

Yours sincerely,

Mrs Lisa O'Sullivan  
Town Clerk

## **AGENDA**

### **1. APOLOGIES FOR ABSENCE**

To receive apologies for absence.

### **2. DECLARATION OF PECUNIARY AND NON-PECUNIARY INTEREST**

To receive from members declarations of Disclosable Pecuniary Interests or Non-Pecuniary Interests, in addition to those listed and previously circulated in relation to any items included on the agenda for this meeting, in accordance with LOCALISM ACT 2011 s. 29 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

### **3. MINUTES OF THE LAST MEETING**

### **APPENDIX 1**

The minutes of the meeting held 5<sup>th</sup> March 2021 are attached.

**RECOMMENDED:** That the minutes of the meeting held 5<sup>th</sup> March 2021 are approved and signed by the Chairman.

### **4. EXCLUSION OF THE PUBLIC**

**RECOMMENDED:** "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.

## **5. RECRUITMENT OF PROJECT AND AMENITIES OFFICER**

## **APPENDICES 2&3**

With the resignation of Arran Acott the Town Council needs to recruit his replacement.

### **RECOMMENDED:**

The job description and job advert attached are approved.

The Town Clerk is to advertise the role on social media, Haslemere Herald and on Indeed recruitment website. To be funded from Legal and professional fees EMR.

Closing date 27th August. Interviews 1/2/3 September.

Cllr Odell and Clerk to interview, Cllr Nicolson to 'meet and greet'.

Cllr Odell and the Town Clerk have delegated authority to make an offer of employment to a suitable candidate, within the budget set for the role for this financial year (£25,481 pro rata, 30 hrs).

**\*\* End of Agenda \*\***