



HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG
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23rd November 2021

To all Members of Staffing Committee

Chairman	Cllr M. Odell
Deputy Chair	Cllr P. Nicholson
Councillors	Arrick, Dullaway, Matthes

I give notice that a meeting of Staffing Committee will be held on Friday 3rd December 2021 at 11am 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 13th August 2021 are attached.

RECOMMENDED: That the minutes of the meeting held 13th August 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. STAFFING UPDATE

Town Clerk to give an update on town hall officers.

6. HR SERVICES AND REVIEW OF CONTRACTS

Town Clerk to give an update on procurement of HR services.

7. REVIEW OF JOB DESCRIPTIONS

RECOMMENDED: That the Town Clerk works with the town hall officers to review job descriptions in time for submission to January Council, a further Staffing Committee meeting may be required in the New Year.

8. STAFF PARKING

Chairman to give an update.

RECOMMENDED: That three town hall officers other than the Clerk (who is given an annual pass by Waverley) are provided with a monthly car park ticket for the months of November to March.

** End of Agenda **