



HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG
01428 654305 / clerk.htc@haslemere.com

Minutes of the Staffing Committee Meeting Held 11.30am on 13th August 2021
at Town Hall, High St, Haslemere GU27 2HG

Chairman	Cllr M. Odell*
Vice-Chairman	Cllr P. Nicholson*
Councillors	Arrick*, Dullaway*, Matthes*

*- present

The meeting was clerked by Town Clerk Lisa O'Sullivan

6/21 APOLOGIES FOR ABSENCE

All committee present.

7/21 DECLARATION OF PECUNIARY AND NON-PECUNIARY INTEREST

None declared.

8/21 MINUTES OF THE LAST MEETING

RESOLVED: That the minutes of the meeting held 5th March 2021 are approved and signed by the Chairman.

9/21 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.

10/21 RECRUITMENT OF PROJECT AND AMENITIES OFFICER

The committee was sad to note the resignation of Arran Acott who has been an asset to the Town Hall, bringing new skills to the team. Recruitment of a replacement was discussed with the committee agreeing that it may need to be flexible in its approach to hours to secure the right candidate. The question of whether more work could be found to make this a full time role was also discussed. Cllr Dullaway suggested that the job advert be amended slightly to show the split between office based and outside work.

The Town Clerk reported that she had received four applications already, two possible, two discounted.

RESOLVED:

The job description and job advert attached are approved, subject to Cllr Dullaway's suggested amendment.

The Town Clerk is to advertise the role on social media and on the Indeed recruitment website but not, the Haslemere Herald. 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.

Meeting finished 11.55 am

Signed _____

Date _____

Chair of Staffing