



# HASLEMERE TOWN COUNCIL

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## Minutes of the Staffing Committee Meeting Held 11am on 9<sup>th</sup> November 2020 via Zoom

<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

### **9/20 APOLOGIES FOR ABSENCE**

None.

### **10/20 DECLARATION OF PECUNIARY AND NON-PECUNIARY INTEREST**

None declared.

### **11/20 MINUTES OF THE LAST MEETING**

The minutes of the meeting held 6<sup>th</sup> March 2020 were agreed at Full Council on 19<sup>th</sup> March 2020 – to be signed by the Chairman as a true record.

### **12/20 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.

### **13/20 PROJECTS AND OPEN SPACES OFFICER**

The committee had been given a copy of the POS's probation appraisal which had been conducted by the Chairman and Town Clerk. It was noted that he shows a fantastic 'can do' approach towards the work he has been given and that he brings new skills to the town hall office in respect of practical work and contract management. The Town Clerk reported that prior to the appointment of the POS, she and the Deputy Town Clerk had more work than they were able to do within their hours and that the POS had been able to quickly move some projects forward. The Chairman reported that she and the Town Clerk had discussed increasing the hours of the POS as the Sang transfer has now taken place and acquisition of parcels of land from WBC were imminent. In addition to this he had taken on jobs such as playground inspections, which we have previously paid an external body for, and is able to make practical repairs such as rebuilding two local benches. Members of the committee commented that he was easy to work with and seems a very good addition to the team. Cllr Dullaway suggested that if work was there, the POS should be offered an increase in hours from 1 December. Town Clerk to check whether there is budget for this, if not Council will need to agree.

**RESOLVED:** That Arran Acott's position as Haslemere Town Council's Project and Open Spaces officer is confirmed on a permanent basis.

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**RESOLVED:** That the POS's hours are increased from 20 to 30 effective 1 December 2020, subject to required budget being available. If not, Council to be asked to fund the increased hours from Council reserves. He remains on pay point 18.

#### **14/20 GENERAL STAFFING UPDATE**

The Town Clerk gave a comprehensive update on work by Town Hall staff over the last 6 months. She explained that the Town Hall officers worked right through lockdown, both getting on with their usual roles and playing a key role in supporting the Town and its organisations. Key points to note:

##### General Covid related:

Initiatives such as writing to people who went over and above during Covid.

Running of prescription Delivery Service 7 days per week throughout lockdown

Haslemere Community Store - build page onto website, initially stock taking on a weekly basis at the Hall, now supporting a couple of hours per week

community on social media etc

Stakeholder meetings run weekly with local support organisations

Lots of meetings with Waverley and fellow councils trying to share best practice and support economic development

Put together letter for residents to reassure at start of Covid, have now sent another newsletter to print which will be delivered to all residents, mix of support and trying to look forward post-lockdown.

##### VE Day / Back in business event in August

Huge amount of work to promote day

Administration for licences

Publicising Day/Posters/Social Media

Bunting/Banners for High Street and Wey Hill – liaising with shop owners

Logistics & distribution of disposable cups

Live Stream event and enable it to be viewed via our Social Media accounts

##### Remembrance Sunday

Organisation and risk assessments

Publicising

Liaising with Churches

Prep Wreaths/Councillors

##### Other projects

Phone box adoption

Roundabout sponsorship to Amesbury

New website goes live next week

Rebuilt benches at Grovers Garden and Critchmere Lane

Completed and submitted planning application for heating / colling system at TH

Regular play ground inspections, allotment inspections and legionella and fire alarm testing

Working to get George Denyer close set up

Collards Lane shed

Pocket park and Wey Hill CCTV – ready to go, waiting on SCC permissions

SANG transfer completed. WBC transfer documents all with Waverley waiting to complete imminently.

Christmas Lights tender completed

Business as usual:

Neighbourhood Plan WP - weekly Zoom meetings and actions arising - mapping and liaising with WBC.

Set up CIL WP & Transport WP - meetings and actions arising

All committees continue to run remotely.

First draft budget produced

Two audits, internal and External

**15/20 STAFF LEAVE**

The Town Clerk explained that due to lockdowns and having holidays cancelled the staff have a significant amount of leave to take, it is unlikely that it can all be taken by the end of the financial year. Given the work staff have been putting in during the Covid crisis she would not want them to miss out.

**RESOLVED:** Staff may carry over up to 5 days leave into the next leave year.

**Meeting finished 2.26pm**

Signed \_\_\_\_\_

M. Odell

Date \_\_\_\_\_

5 March 2021

Chair of Staffing

