



# HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG  
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Minutes of the Staffing Committee Meeting Held 11am Wednesday 19<sup>th</sup> April 2023  
at Town Hall, High St, Haslemere GU27 2HG

<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

## **6/23 APOLOGIES FOR ABSENCE**

All councillors present.

## **7/23 DECLARATION OF INTERESTS**

None disclosed.

## **8/23 MINUTES OF THE LAST MEETING**

**RESOLVED:** The minutes of the meeting held 6<sup>th</sup> March 2023 were approved and signed by the Chairman as a true record.

## **9/23 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.

## **10/23 RECRUITMENT OF OFFICE ADMINISTRATOR**

The Chairman gave an update on the recruitment process and confirmed that an offer of employment had been made by herself and the Clerk under delegated powers. The offer has been accepted and the new Office Administrator, Joanne Burns, will start her probation period on Friday 21<sup>st</sup> April. She will be working 12 hours at NJC salary band 9. The committee were united in wishing her well. The Town Clerk will email Council.

## **11/23 TOWN CLERK WORKING HOURS**

The Chairman reported that the Town Clerk is currently paid for 35 hours per week for historical reasons which are no longer relevant. She works at least the full time equivalent of 37 and her contract should be amended so that she is paid for full time 37 hour working.

**RESOLVED:** That the Town Clerk's contract of employment is amended to reflect an increase in her paid hours to 37 per week, from 1 April 2023.

**Meeting finished 11:20 am**

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Chair of Staffing**