



# HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG

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Minutes of the Staffing Committee Meeting Held 9.30am on Friday 6th September 2024 at  
Town Hall, High St, Haslemere GU27 2HG

<b>Chairman</b>	Cllr J. Arrick*
<b>Vice-Chairman</b>	Cllr J. Keen*
<b>Councillors</b>	Bayliss, Carroll*, Carter*, Nicholson*

\*- present

The meeting was clerked by Town Clerk Lisa O'Sullivan

## **15/24 APOLOGIES FOR ABSENCE**

Cllr Bayliss had a work commitment.

## **16/24 DECLARATION OF INTERESTS**

None disclosed.

## **17/24 MINUTES OF THE LAST MEETING**

The minutes of the meeting held 21<sup>st</sup> June 2024 were approved as a true record and signed by the Chairman.

## **18/24 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.

## **19/24 STAFF APPRAISALS**

All Councillors had previously been provided with copies of the draft staff appraisals. The Chairman explained the process that had been gone through and a quick review of the appraisals was conducted, with no issues or changes being identified.

The Council is happy with the performance of its staff and the atmosphere in the town hall office is professional and welcoming.

It was noted that Jo Burns has taken on a significant amount of additional responsibility since being recruited, and her input has been especially appreciated by the Deputy Town Clerk – who has handed a lot of finance and planning administration to her, and the Beacon Hill councillors whose working party she now clerks. Jo has been successful in her ILCA and is possibly looking to start her CiLCA next year. The committee asked the Town Clerk to investigate the possibility of changing Jo Burns' job title as Office Administrator does not fully represent the work she does for the council. Assistant Town Clerk was one suggested option, however this needs further discussion. Town Clerk to report back in January.

Recruitment of Martin Wellen's replacement after his retirement in April 2025 was discussed. The Town Clerk will set up a meeting for early in the New Year so that the process can be agreed.

It was noted that the Town Clerk is not at the top of her salary scale and has not had a pay rise since 2021.

**RESOLVED:**

- That the committee acknowledges that staff salaries will automatically increase in line with the 2024 NJC salary review and will be backdated to 1 April 2024.

From 1 April 2025:

- Office Administrator, Jo Burns receives a two point payrise from point 9 to 11.
- Town Clerk, Lisa O'Sullivan, receives a one point payrise from 46 to 47.
- All other staff to remain on their current pay scale as follows: Pippa Auger (30hrs, Point 31), Martin Wellen (30hrs, Point 19), Jo Cork (18hrs, Point 14).

**Meeting finished 10.30am**

Signed   
Chair of Staffing

Date 10/1/25