



# HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG  
01428 654305 / [town.clerk@haslemeretc.org](mailto:town.clerk@haslemeretc.org)

18<sup>th</sup> March 2024

To all Members of Staffing Committee

<b>Chairman</b>	Cllr J Arrick
<b>Deputy Chair</b>	Cllr J Keen
<b>Councillors</b>	Bayliss, Carroll, Carter, Nicholson

I give notice that a meeting of Staffing Committee will be held Friday 22<sup>nd</sup> March 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 INTERESTS**

To receive from members, declarations of interest in relation to any items included on the agenda for this meeting, in accordance with the Haslemere Town Council Code of Conduct and the Localism Act 2011.

**3) MINUTES OF THE LAST MEETING**

The minutes of the meeting held 8<sup>th</sup> September 2023 were approved by Full Council in September 2023, Chairman to sign.

**APPENDIX 1**

**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) COUNCIL HR SUPPORT**

Town Clerk to report. The Council has previously retained Worknest HR's support by buying a block of pre-paid hours. These hours have now expired and the Clerk has received a quote for future services. The committee will discuss whether or not this service is required and make a decision on how to go forward.

**APPENDIX 2**

**6) STAFF UPDATE**

To receive an update on staffing from the Town Clerk. This will include an update on increased hours for the Office Administrator which were budgeted for in the 2024-25 council budget.

\*\* End of Agenda \*\*