



HASLEMERE TOWN COUNCIL

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

Minutes of the Staffing Committee Meeting Held 6pm Tuesday 15th April 2025 Town Hall, High St, Haslemere GU27 2HG

Chairman	Cllr J. Arrick
Vice-Chairman	Cllr J. Keen*
Councillors	Bayliss*, Carroll, Carter*, Nicholson

*- present

In the absence of the Chair, the meeting was chaired by Cllr Keen. The meeting was clerked by Town Clerk Lisa O'Sullivan.

1/25 APOLOGIES FOR ABSENCE

Cllr Arrick is on holiday, Cllr Carroll has a work commitment, Cllr Nicholson has a medical appointment.

2/25 DECLARATION OF INTERESTS

None disclosed.

3/25 MINUTES OF THE LAST MEETING

The minutes of the meeting held 10th January 2025 were approved as a true record and signed by the Chair.

4/25 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.

5/25 STAFF RECRUITMENT

The Clerk has previously circulated a draft job description and advert. The committee agreed the job description; however they felt that the new officer should be employed for three, not two days per week. The Clerk confirmed that the funding for a new officer is in the budget, and any overspend this year should be covered from the Staff Costs EMR. Advertising and associated costs, will include new office furniture, are to be paid from the Staff Committee budget of £1,500.

The committee was keen to employ someone who can play a community role, engaging with local organisations, running public consultations, producing a regular newsletter, promoting the council's assets and services and working on local events such as the walking festival. In addition to this, the new officer will spend time each week looking for grant funding which could help the community, being proactive in reaching out to local organisations to inform them of funds they could bid for. They were mindful that local government reorganisation and new land being acquired by the council could also increase the workload in the office.

The committee would like to see the post advertised on Indeed as well as locally via social media etc.

RESOLVED:

- i. The Clerk is authorised to advertise the Administration and Community support officer role as per the advert previously circulated, the post being advertised at 18 hours per week.
- ii. The Clerk is authorised to advertise the post and purchase any new furniture that is required from the Staffing committee budget which currently stands at £1,500.
- iii. Interviews will take place 8&9 May to be conducted by the Chair of Staffing and Town Clerk. Cllr Keen, as deputy chair, will attend a meet and greet with the candidates.
- iv. After the interviews, the Town Clerk and Chair of Staffing are delegated to make an offer of employment to the successful candidate on the SCP9 scale, with the flexibility to increase this by one point for the right candidate. This to be reviewed on an annual basis.

6/25 GENERAL STAFF UPDATE

The clerk gave an overview of general staffing arrangements at the town hall. Regular 1-2-1 meetings are being held and there are no issues to report. The DTC and SSO continue to work really hard and are both assets to the Council. Martin Wellen is retiring on 25th April and Christian Ashdown is currently shadowing the role.

It was noted that the Town Clerk has been employed at the Town Council for 15 years on 5 May 2025. The committee agreed to note this milestone by giving her an additional paid day off on Tuesday 6th May (5th is the early May bank holiday) for this year only.

Meeting finished 18:45

Signed _____
Chair of Staffing

Date _____