



HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG
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Minutes of the Staffing Committee Meeting Held 10am Friday 27th June 2025
Town Hall, High St, Haslemere GU27 2HG

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

*- present

The meeting was clerked by Town Clerk Lisa O'Sullivan who chaired the first two items. In the absence of the chair, Cllr Carter chaired the remainder of the meeting.

13/25 ELECTION OF COMMITTEE CHAIR FOR 2025-26

Cllr Carter nominated Cllr Keen

Cllr Nicholson seconded the nomination

No other nominations were made.

RESOLVED: Cllr Keen is elected committee chair for 2025-26

14/25 ELECTION OF COMMITTEE VICE-CHAIR FOR 2025-26

Cllr Leach nominated Cllr Carter

Cllr Bayliss seconded the nomination

No other nominations were made.

RESOLVED: That Cllr Carter is elected committee vice-chair for 2025-26

15/25 APOLOGIES FOR ABSENCE

Cllr Carroll is on holiday, Cllr Keen is unwell.

16/25 DECLARATION OF INTERESTS

None disclosed.

17/25 MINUTES OF THE LAST MEETING

The minutes of the meeting held 15th April 2025 were approved as a true record and signed by the Chair.

18/25 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.

19/25 GENERAL STAFF UPDATE

The Clerk gave an overview of the current staffing situation at the town hall. No significant issues were raised except that a formal complaint had been made against one member of staff but this had now been resolved in accordance with the Council's complaints procedure.

There was a discussion over employing a consultant to carry out a benchmarking of the Clerk and Deputy Clerk roles as they have not been done for at least 15 years, in which time more responsibilities had been taken on.

The committee asked that in the first instance, the Clerk and Deputy Clerk undertake an in-house review which will then be discussed with the Chair and Vice Chair. If it appears that there are discrepancies which need to be addressed this will be brought back to the Staffing committee.

Meeting finished 10:45

Signed _____
Chair of Staffing

Date 5-9-25