



HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG
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Minutes of the Staffing Committee Meeting Held 9.30am Friday 12th December 2025 Town Hall, High St, Haslemere GU27 2HG

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| 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.

26/25 APOLOGIES FOR ABSENCE

None, however Cllr Bayliss joined the meeting for the final item.

27/25 DECLARATION OF INTERESTS

None disclosed.

28/25 MINUTES OF THE LAST MEETING

The minutes of the meeting held 5th September 2025 were approved as a true record and signed by the Chair.

29/25 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.

30/25 ADMIN AND COMMUNITY OFFICER – END OF PROBATION

The Chairman reported that the end of probation appraisal had just taken place. She and the Town Clerk are very happy to recommend that Amelia King’s permanent employment be approved.

RESOLVED: That Amelia King has successfully passed her probation as the council’s Admin and Community officer and her permanent employment in that role is agreed.

31/25 ADDITIONAL TOWN COUNCIL EVENTS / STAFF TIME AND OVERTIME PAYMENTS

Organisation of additional town events

The committee discussed the staffing implications of taking on two additional events at year end. The also considered that the current organisers are able to continue running the Charities Fair, perhaps with a small grant from HTC, whilst the Christmas Market will not go ahead if the council does not step in.

RESOLVED:

- i. that the Council staff, take the lead on the organisation and management of the Haslemere Christmas Market from December 2026, in partnership with the Chamber of Trade. In the first year working along side the current organisers.

- ii. that the Town Council will not take over the organisation and management of the Haslemere Charities Fair, but will encourage the organisers to submit a small grant application and will have a Mayor's stall in the same way as 2025.

There was some discussion around how councillors can be encouraged to attend and participate more in town events organised by the town council. Councillors reported that they found receiving texts to their phones with key messages helpful. The Town Clerk will look into setting up a WhatsApp group.

Staff time and overtime payments

The Town Clerk reported that overtime had not been available to staff until the 2025-26 financial year and that a report had been circulated showing that very little had actually been claimed, with most staff continuing to take time off in lieu (TOIL). Now that additional budget has been agreed for staffing for 2026-27, the rates for overtime and TOIL have been reviewed, taking into account what other local councils pay.

RESOLVED: That the following is approved to be paid from 1 April 2026:

1. Council meetings held on weekdays outside normal working hours.

Time off in lieu

This will include, but not limited to:

Committee / working party meetings / update and participate meetings/ATM

2. Events held on weekdays outside normal working hours.

Time off in lieu or £18 per hour.

This will include, but not limited to:

Christmas Carols

3. Council events held on weekends or Bank Holidays

Attendance for 7 or less hours – Time off in lieu at time and a half or £18 per hour

Attendance for more than 7 hours – Time off in lieu at time and a half or usual pay at time and a half

This will include, but not limited to:

Remembrance Sunday, Donaldson Day, Car Boot sales, Haslemere Christmas Market, Mayoral events

4. Other events

Where a scenario not covered by the above provisions arises, the Town Clerk has the discretion to decide which of the above rates applies, in discussion with the Chair of Staffing as required.

Meeting finished 11.32am

Signed _____
Chair of Staffing

Date _____

****Document Ends****