



# HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG  
01428 654305 / [clerk.htc@haslemere.com](mailto:clerk.htc@haslemere.com)

Minutes of the Staffing Committee Meeting Held 9.30am Friday 5<sup>th</sup> September 2025  
Town Hall, High St, Haslemere GU27 2HG

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

\*- present

The meeting was clerked by Town Clerk Lisa O'Sullivan.

## **20/25 APOLOGIES FOR ABSENCE**

Cllr Carroll has a family commitment; Cllr Leach is on holiday.

## **21/25 DECLARATION OF INTERESTS**

None disclosed.

## **22/25 MINUTES OF THE LAST MEETING**

The minutes of the meeting held 27<sup>th</sup> June 2025 were approved as a true record and signed by the Chair.

## **23/25 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.

## **24/25 CHANGE TO COMMITTEE TERMS OF REFERENCE**

The committee discussed the provision in the Staffing Terms of Reference which prevents the Mayor or consort from being a member. They felt this was unnecessary.

**RESOLVED:** That the Committee terms of reference are amended to remove the prohibition on the Mayor or Consort being a member of the Staffing committee.

## **25/25 CONSIDERATION OF STAFFING APPRAISALS AND POTENTIAL CHANGES**

The Committee had previously been provided with copies of the staff members' draft 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 Committee was concerned that lack of engagement from councillors was a recurring theme from town hall officers.

The Committee considered the confidential staffing report previously circulated from the Chair and Vice Chair. It was felt that the Town Clerk and Deputy Town Clerk's jobs had changed significantly since they were both recruited.

At the last Staffing meeting it was agreed that their jobs should be reassessed and benchmarked to ensure that they are on the correct salary scales.

The committee felt this would best be done when any further changes / additional responsibilities due to Local Government Reorganisation are known. They are to be awarded a one pay point increase in the interim.

**RESOLVED:**

- The Town Clerk's salary is increased from Point 47 to Point 48 with effect from 1 April 2026.
- The Deputy Town Clerk's salary is increased from Point 31 to Point 32 with effect from 1 April 2026.
- All other staff remain on current pay scales for the year 2026-27 as follows: Jo Cork point 14, Christian Ashdown point 11, Amelia King point 9.
- The committee acknowledged that staff salaries have automatically been adjusted in line with the 2025-6 NJC pay claim.
- The Town Clerk may authorise up to 15 hour per month overtime for the Deputy Town Clerk, to be paid from underspend on the Lion Green toilets.
- That the Deputy Town Clerk's hours are increased from 30 to 37 effective 1 April 2026.
- The Town clerk is asked to increase the staffing costs in the 2025-26 budget to include the possibility of further increases to staffing required due to LGR requirements.
- **STAFF ON PROBATION - UPDATE**

The Town Clerk reported that a date was being set for the PAO's end of probation review in early October, and that the ACO would receive an interim review, with her end of probation review taking place in early December. Both have received formal training and support from the other town hall officers and are making good progress, with any issues identified being managed as necessary.

**RESOLVED:** That the Chair of Staffing and Clerk are delegated to conduct end of probation reviews and make the decision regarding confirmation of permanent employment for each staff member currently on probation.

Signed

  
Chair of Staffing

Meeting finished 10.30am

Date 12-13.25