



HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG
01428 654305 / town.clerk@haslemere-tc.gov.uk

Minutes of the Staffing Committee Meeting Held 9.30am Friday 26th June 2026 Town Hall, High St, Haslemere GU27 2HG

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

*- present

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

13/26 APOLOGIES FOR ABSENCE

Cllrs Bayliss had work commitments. Cllr Carroll joined the meeting remotely but was unable to be shown as present or to vote.

14/26 DECLARATION OF INTERESTS

None declared.

15/26 MINUTES OF THE LAST MEETING

The minutes of the meeting held 12th June 2026 were signed as a true record by the chair.

16/26 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.

17/26 RECRUITMENT OF TOWN CLERK

Given the urgency of starting the process the committee noted that only two proposals had been received, from LGRC and CHRGS. Having reviewed both, LGRC had made a presentation to the committee to confirm what they were offering in terms of recruitment support. Subsequently they had provided a proposed recruitment pack which the Clerk has circulated to the committee.

RESOLVED:

That the recruitment pack with a salary range of LC4 (47-51) is agreed. All candidates must be CiLCA qualified. One sentence was removed at the request of the committee.

The advert will be placed with SLCC and local ALCs. Interviews scheduled to take place on 13th August 2026.

Recruitment services to be paid from the Staff Costs EMR.

Chairman and Town Clerk are delegated to manage the process going forward, within the parameters agree by the committee. Any necessary changed to be notified to the committee by email.

The interview panel will consist of Cllrs Carter, Keen, Leach and Waters with Cllrs Nicholson and Bayliss involved in a pre-interview exercise. Town Clerk and Deputy Town Clerk to sit in on the interviews as observers and to answer any questions as required by the panel.

A recommendation on the appointment of the new Clerk will be taken to an Extraordinary council meeting, once the interview process has finished in August.

Signed _____
Chair of Staffing

Meeting finished 10.20am

Date _____