



HASLEMERE TOWN COUNCIL

8th December 2025

To all Members of Staffing Committee

Chairman	Cllr J Keen
Deputy Chair	Cllr M Carter
Councillors	Bayliss, Carroll, Leach, Nicholson

I give notice that a meeting of Staffing Committee will be held Friday 12th December 2025 at 11am in the Council Chamber, Town Hall, High St, Haslemere and you are hereby summoned to attend such meeting.

Yours sincerely,

Mrs Lisa O'Sullivan
Town Clerk

AGENDA

1) APOLOGIES FOR ABSENCE

To receive apologies for absence.

2) DECLARATION OF INTERESTS

To receive from members, declarations of interest in relation to any items included on the agenda for this meeting, in accordance with the Haslemere Town Council Code of Conduct and the Localism Act 2011.

3) MINUTES OF THE LAST MEETING

The minutes of the meeting held 5th September 2025 were noted by Full Council on 11th September, Chairman to sign.

APPENDIX 1

4) EXCLUSION OF THE PUBLIC

RECOMMENDED: "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) ADMIN AND COMMUNITY OFFICER – END OF PROBATION

The end of probation appraisal takes place on the morning of 12th December. The Chair and Town Clerk to report and make a recommendation to the committee.

6) ADDITIONAL TOWN COUNCIL EVENTS AND STAFF TIME AND OVERTIME PAYMENTS

The committee will discuss the following and, where necessary, make a recommendation to Council.

- i. Taking on the organisation and running of additional town events
 - a. Haslemere Christmas Market
 - b. Haslemere Charities Fair
- ii. Payment of overtime / time off in lieu / councillor support - town clerk to circulate a short report in advance of the meeting.

**** End of Agenda ****