

**MINUTES AND REPORT OF THE EXTRAORDINARY STAFFING COMMITTEE  
HELD ON 14 JUNE 2024**

0 Councillor S Downey – Vice Chair  
\* Councillor Heagin – Chair  
0 Councillor Holliday - Substitute – Councillor Duce  
\* Councillor Kiehl  
\* Councillor Weightman  
0 Councillor Follows (*ex officio*)

\* Present            # Absent & No Apology Received            0 Apology for Absence            L Late

88. MINUTES

The Minutes of the Meeting held on 23 May 2024 were signed by the Chair as a correct record.

89. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

90. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

Members made no declarations of interest in relation to any item on the agenda for this meeting, which is required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

91. STAFF TRAINING

Members considered a report and agreed the recommendation of the Youth Service Officer for a Member of the Youth Service Staff to undertake a Holistic Integrated Creative Arts Therapy (HICAT) qualification, at costs £1,398, to be funded from the Youth Service Training Budget. Members noted that this would be conditional on the staff member agreeing an increased notice period in recognition of the Council's investment.

92. RFO RECRUITMENT

Members received a report from the Town Clerk relating to the recruitment process for the RFO position. Members agreed that the Town Clerk should, in consultation with the Committee Chair, prepare the recruitment pack to enable the recruitment process to proceed.

93. STAFF ENGAGEMENT

Members agreed that they should look to conduct annual service area visits and seek to arrange an informal 'team event' for staff and councillors to meet.

94. COMMUNICATIONS ARISING FROM THIS MEETING

There were no matter arising from the meeting requiring additional communications.

95. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held in The Pepperpot on **Wednesday**, 10 July 2024 at 7.00pm.

96. ANNOUNCEMENTS

There were no announcements.

IN PURSUANCE OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 S.1(2), THE COMMITTEE RESOLVED TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF AGENDA ITEM(S) 10 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E [STAFFING MATTERS

97. YOUTH SERVICE

Members considered a report from the Committee Chair and Town Clerk relating to the Youth Service and agreed the basis upon which the Town Clerk should arrange for an external review of the service as set out in the report (attached to the record minutes), costs to be funded from the professional fees budget.