

**MINUTES AND REPORT OF THE EXTRAORDINARY STAFFING COMMITTEE  
HELD ON 20 OCTOBER 2022**

\* Councillor Ashworth  
0 Councillor Cosser  
0 Councillor Duce – Chair  
\* Councillor Hullah – Vice Chair  
0 Councillor Williams  
\* Councillor Follows (*ex officio*)

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

323. MINUTES

The Minutes of the Meeting held on 15 September 2022 were signed by the Chair as a correct record.

324. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above. Members accepted Cllr Martin as a substitute for Cllr Cosser and Cllr Kiehl as a substitute for Cllr Duce.

325. 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.

326. MUSEUM CURATOR AND MUSEUM VOLUNTEERS' MANAGER & ADMINISTRATION ASSISTANT TO THE CURATOR

Members of the Staffing Committee resolved to approve:

- a. the Job Description and Person Specification for the position of Museum Curator;
- b. the revised Job Description and Person Specification for the position of Museum Support Manager;
- c. that the Town Clerk, in consultation with the Chair of Staffing and the Chair of the Godalming Museum Trust, undertake the recruitment process for the position of Museum Curator.

327. GROUNDS ASSISTANT – ADDITIONAL PERMANENT HOURS

Members resolved to recommend to Policy & Management Committee that the contracted hours of the Grounds Assistant be increased to 37 hours from 1 April 2023.

328. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified the recruitment process for additional publicity.

329. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held in The Pepperpot on Thursday, 17 November 2022 at 7.00pm.

330. ANNOUNCEMENTS

There were no announcements.