

**MINUTES AND REPORT OF THE STAFFING COMMITTEE  
HELD ON 15 SEPTEMBER 2022**

L Councillor Ashworth  
\* Councillor Cosser  
\* 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

258. MINUTES

The Minutes of the Meeting held on 7 July 2022 were signed by the Chair as a correct record.

259. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above. Members accepted Cllr Crooks as a substitute for Cllr Williams.

260. 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.

261. WORK PROGRAMME

Members considered the Committee's work programme and, as previously agreed, asked that the quarterly meetings with the Town Clerk be amended to show that they are now held six monthly.

The amended work programme is attached to the record minutes.

262. STAFF ABSENCES & TOIL

Members considered a summary report of staff absences in accordance with Standing Order 146 and noted that Staff will be asked for outstanding leave plans for consideration by line managers in October.

263. GROUNDS MAINTENANCE SUPERVISOR

Members expressed their thanks to Jason Hunter for his superb work in managing the council's land and cemeteries and wished him well for the future. Members were informed that a recruiting process had taken place and that a new Grounds Maintenance Supervisor is due to take up post at the end of October.

264. GROUNDS MAINTENANCE ASSISTANT

Members noted that as agreed with the Chair of Staffing and Chair of Policy & Management the Grounds Maintenance Assistant's hours have been temporarily increased to Full Time Equivalent until 31 March 2023. Members additionally noted that the costs are contained within the existing salary budget due to the gap period between the appointments of the Grounds Supervisor.

The Town Clerk informed Members that it is his intention to bring forward a request for Members' consideration to make this position a permanent Full Time post.

265. 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.

266. 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 11 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS

267. Members considered a confidential report from the Town Clerk and resolved to agree its recommendations to be considered at the next meeting of the Full Council.