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27 November 2025

I HEREBY SUMMON YOU to attend the EXTRAORDINARY **STAFFING COMMITTEE** Meeting to be held in **The Oglethorpe Room**, Wilfrid Noyce Centre, Crown Court, Godalming on THURSDAY, 4 DECEMBER 2025 at 7.00pm

Andy Jeffery

Andy Jeffery
CEO

If you wish to speak at this meeting please contact Godalming Town Council on 01483 523575 or email office@godalming-tc.gov.uk

Committee Members: Councillor S Downey – Vice Chair
Councillor Heagin – Chair
Councillor Holliday
Councillor Duce
Councillor Weightman
Chair of Policy & Management (*ex officio*)

AGENDA

1. **MINUTES**

To approve as a correct record the minutes of the meeting held on the 13 November 2025, a copy of which has been circulated previously.

2. **APOLOGIES FOR ABSENCE**

3. **DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS**

To receive from Members any declarations of interests in relation to any items included on the agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

4. **DATE OF NEXT MEETING**

The next meeting of the Staffing Committee is scheduled to be held in the Council Chamber on Thursday, 12 February 2026 at 7.00pm or at the conclusion of the preceding Full Council meeting, whichever is later

5. **ANNOUNCEMENTS**

Brought forward by permission of the Chair. Requests to be submitted prior to commencement of the meeting.

IN PURSUANCE OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 S.1(2), THE COMMITTEE MAY WISH TO RESOLVE TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF AGENDA ITEM(S) 6 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS

6. POST MATERNITY LEAVE ARRANGEMENTS

Members to receive a confidential report on options relating to post-maternity leave arrangements for a returning member of staff and are requested to consider any proposals arising and to resolve to agree which, if any option to adopt.

GODALMING TOWN COUNCIL

Disclosure by a Member¹ of a disclosable pecuniary interest or other registerable interest (non-pecuniary interest) in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]² [a registerable interest (non-pecuniary interest)]³ in the following matter:-

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interests	Other Registerable Interests (Non-Pecuniary Interests)	Reason

Signed _____

Dated _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

³ A registerable interest (non-pecuniary interest) is defined by Section 9 of the Godalming Members' Code of Conduct.