

**MINUTES AND REPORT OF THE EXTRAORDINARY STAFFING COMMITTEE
HELD ON 18 DECEMBER 2025**

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

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

434. MINUTES

The Minutes of the Extraordinary Meeting held on 4 December 2025 were signed by the Chair as a correct record.

435. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

436. 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.

437. 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.

438. 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) 6 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS.

439. POST MATERNITY LEAVE ARRANGEMENTS

The Chair updated Members on the proposed post-maternity leave arrangements relating to the Museum.

Members considered the report and agreed a flexible working request, subject to the formal amendment of the employee's particulars of employment.

In noting the associated reduction in hours, Members considered a range of options to maintain and enhance service delivery within the existing approved budget provision.

The Staffing Committee RESOLVED to:

- a. approve the flexible working request arising from post-maternity leave arrangements at the Museum, subject to the formal amendment of the employee's particulars of employment;
- b. agree to the creation of a part-time Education & Outreach Officer post;
- c. authorise the CEO, in consultation with the Curator, the Museum Trust, and the Chair of the Staffing Committee, to agree the Job Description and Person Specification for the post; and
- d. authorise the CEO, in consultation with the Chair of the Staffing Committee, to proceed with recruitment arrangements.