



**HAILSHAM TOWN COUNCIL**  
**STAFFING COMMITTEE**

**MINUTES**

of the meeting of the Staffing Committee,  
held at the Fleur-De-Lys Council Chamber, Market Street, Hailsham, BN27 2AE  
On Thursday 16th December 2021 at 7.00 p.m.

SfC/20/7/1 **Public Forum** - None Presented  
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11 **Present:** Committee Members Cllrs G. Blake-Coggins, N. Coltman, P. Holbrook, M. Laxton, R. Newark and K. Nicholls (Chair).

Cllr A-M. Ricketts also attended

12 **Officers Present:** J. Harrison (Town Clerk)

13 **Apologies For Absence:** received and accepted from Cllr A. Clarke

14 **Declarations of Interest:** All councillors present declared an interest in Agenda Item 8 (Ongoing Staffing Issues) as the whole council had been cited in a grievance raised that was related to the issues to be discussed.

15 **Minutes of the previous meeting**

**RESOLVED** to accept that the draft minutes of the Staff Committee held on 7<sup>th</sup> October 2021 were a fair and accurate record and that they are signed by the chair.

16 **Town Crier**

The town clerk advised the committee that five applications had been received for the position of Town Crier and asked how the committee wanted to proceed with recruitment.

16.1 It was RESOLVED that:

- The closing date for further applications would be set as Christmas Day
- Applicants would be invited to a selection process including a 'shout out' and brief interview for 15 minutes in the new year
- The interview panel would consist of Cllrs P. Holbrook, M. Laxton and R. Newick, Town Clerk John Harrison and that outgoing Town Crier Mr Geoff Rowe would also be invited to the panel
- Set interview questions would be drafted and agreed on before the date
- A press release would be issued advising of this process

17 **Confidential Business**

**RESOLVED** that the next agenda items are conducted under confidential business as they concern: engagement, terms of service, in accordance with the Council's Standing Orders No 1E.

18 **Finance Officer**

The committee considered a request from the town council's Finance Officer that the job title be amended to that of 'Responsible Finance Officer', with the job description and pay grades amended accordingly.

The committee **RESOLVED** to amend the Finance Officer job title to 'Responsible Finance Officer, to amend the current job description accordingly and that the substantive grade for the post be changed to SCP 32-36.

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**Ongoing Staff Issues**

The committee considered a report which gave details of advice that had been received

The committee **RESOLVED** that the advice be commissioned and that the expenditure could be made under the Town Clerk's emergency spending powers (up to £2500)

Cllr P Holbrook abstained from voting on this matter. All other members present voted in favour of the motion.

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There being no other business, the meeting closed at 9.05pm

CHAIRMAN

DRAFT