Hailsham TOWN COUNCIL

Hailsham Town Council
Inglenook ● Market Street ● Hailsham ● East Sussex ● BN27 2A

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Town Clerk: John Harrison

STAFFING COMMITTEE

MINUTES of the extraordinary meeting of the Staffing Committee,
held at the Fleur-De-Lys Meeting Room, Market Street, Hailsham, BN27 2AE
on Thursday 25th June 2026 at 7.00 p.m.

SfC/26/11 **Public Forum**

No members of the public were present.

12 **Present:**

Councillors A. Blake Coggins (substituting for M. Caira), G. Blake Coggins, B. Holbrook, C. Mitchell, K. Nicholls (Chair), Cllr A.M. Ricketts (Vice Chair)

13 **Officers Present:**

J. Harrison (Town Clerk), K. Giddings (Corporate Services Manager), K. Whiley (Locum Responsible Finance Officer) and D. Saxby.

14 **Apologies For Absence:**

Apologies were received and accepted from: Councillors M. Caira and B. Carpenter.

15 **Declarations of Interest:**

Cllr C. Mitchell declared a personal interest in agenda item 8.ii, as he is the Chair of the Post Office Committee and Director of the CIC.

16 **Minutes of Previous Meeting**

RESOLVED that the minutes of the previous meeting held on 28th May 2026 were an accurate record and may be signed by the Chair.

The vote in favour was unanimous, apart from Councillor Mitchell, who abstained from voting.

17 **Confidential Business**

RESOLVED that the press and public be excluded from the next agenda items as they concern engagement, terms of service and the beginning of legal proceedings - in accordance with the Council's Standing Order No 1E.

Proposed by Councillor A. Blake Coggins and seconded Councillor Mitchell

The vote in favour was unanimous.

18 **Complaints Panel**

RESOLVED that in the event of an upcoming appeal, the Complaints Panel should comprise the Chair of Council plus any two from the following:

Councillor Carpenter
Councillor Chapman
Councillor Rusu
Councillor A. Clarke
Councillor F. Clarke
Councillor P. Holbrook

And that the Town Clerk is authorised to spend money to engage the services of South-East Employers to give advice..

The vote in favour was unanimous, apart from Councillor Mitchell, who abstained from voting.

19 **Staffing Review**

The Town Clerk referred to the resolution from the Staffing Committee held on 23 April 2026.

Some members of staff had enquired about publication of the Review of the Staffing Review.

RESOLVED that the Senior Management Team draw up a forward-looking summary of the Review and bring it back to the next meeting of the Staffing Committee.

The vote in favour was unanimous.

Staffing Matters

20 Finance Matters

The Locum Responsible Officer left the meeting for the duration of this agenda item.

The Town Clerk advised the meeting that Mrs K. Whiley had provisionally accepted the offer to be the Council's RFO for 25 hours a week.

Councillor Mitchell said that the Council should go back to South-East Employers for a job revaluation.

RESOLVED to go back to SEE asking for a job revaluation with a revised emphasis on the commercial aspects of the position and the training provided to the rest of the finance team.

The vote in favour was unanimous.

Mrs Whiley rejoined the meeting.

21.1 Post Office Matters

Councillor Mitchell and Mr Harrison withdrew from the meeting.

The Chair introduced this agenda item and Mrs Giddings and Mrs Whiley updated the meeting on the situation.

RESOLVED that the Town Clerk, as Postmaster writes formally to the Post Office as a matter of urgency.

The vote in favour was unanimous.

21.2 With regard to the ongoing grievance cases, discussion took place on the best way to proceed.

RESOLVED that the Corporate Services Manager approach South East Employers to investigate and to accept their advice.

There being no other business, the meeting closed at 8.07pm

CHAIR