Hailsham Town Council
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Town Clerk: John Harrison

STAFFING COMMITTEE

MINUTES of the meeting of the Staffing Committee,
held at the Fleur-De-Lys Meeting Room, Market Street, Hailsham, BN27 2AE
On Thursday 28th May 2026 at 7.00 p.m.

SfC/26/1 Councillor A Ricketts chaired the meeting in the absence of K. Nicholls

Public Forum

No members of the public were present.

2 **Present:**

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

3 **Officers Present:**

J. Harrison (Town Clerk), K. Giddings (Corporate Services Manager)

4 **Apologies For Absence:**

Apologies were received and accepted from: Cllrs K Nicholls and D. Rusu

5 **Declarations of Interest:**

Cllr C. Mitchell declared a personal interest in agenda item 6, as he is the Chair of the Post Office Committee and Director of the CIC.

Cllr B. Carpenter declared a personal interest in agenda item 6, as he is on the Post Office Committee

6 **Minutes of Previous Meeting**

RESOLVED that the minutes of the previous meeting held on 23rd April 2026, are an accurate record and may be signed by the Chair.

All voted in favour

7 **To receive an update**

K. Giddings advised that the Council is now recruiting for a new HR Manager.

The consultation with the Senior Management Team, in relation to overtime, has been undertaken and is now concluded.

Members were advised that the purchase of a new HR system has been investigated by the Operations Manager. Questions were asked by the Committee as to whether the Council would be purchasing the licence, package, or both, for the system.

K. Giddings advised she would speak to the Operations Manager to ask him to provide a report outlining the breakdown of the HR system, with further details and costings, to be considered at the Staffing Committee meeting in July.

C. Mitchell asked whether the appraisals for the Post Office staff had been carried out? J. Harrison advised that he had spoken to the Post Office staff and that he would be arranging the appraisals shortly.

He further advised that the Post Office staff have been updated on the pension changes.

8 **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.

Proposer – A. Blake Coggins, Seconder – G. Blake Coggins

All voted in favour

9 **Statement**

C. Mitchell read out a statement to the Committee :

As one of three properly appointed and recognised Directors of Hailsham Town Council CIC which runs the Post Office and Banking hub franchises, I am formally expressing my concern that by being excluded from Staffing, when Post Office matters are discussed, I am being prevented from properly discharging my responsibilities as a Director

Whilst I appreciate there may be a potential conflict of interest there is no prejudicial nor pecuniary interest in my involvement in the staffing meetings where post Office matters are discussed, and in fact there is harm to my ability to discharge my duties as a director.

I am led to understand these exclusions are as a result of legal advice – which I have not seen.

I respectfully request that this legal advice and my exclusion is reviewed in the light of this request and the particular circumstances."

End of statement

C. Mitchell and B. Carpenter questioned why they were being asked to leave the meeting?

J. Harrison advised he would look into this.

C. Mitchell and B. Carpenter stated that they should have been given prior notice that they would be asked to leave the meeting

C. Mitchell and B. Carpenter left the meeting at 7.21 pm

N.B – legal advice has been sought. The advice has confirmed it is recommended that the Directors of the Post Office CIC and members of the Post Office Committee do not take part in discussions relating to the Post Office

10 **Staffing Matters**

10.1 **Post Office Senior Clerk Pay Scale**

Members agreed to raise the salary for the Senior Clerk to SCP 16 - £30,518 (pro rata)

Proposed M. Caira, seconder A. Blake Coggins

All voted in favour

10.2 **Grievance**

Members noted that Southeast Employers had been commissioned to investigate both grievances.

Members noted the request to stay the letter sent by J. Harrison. It was agreed not to stay the letter

10.2.1 **RESOLVED** not to stay the letter sent by J. Harrison

Proposed M. Caira, Seconder A. Blake Coggins

There being no other business, the meeting closed at **21:23 pm**

CHAIR