



Hailsham Town Council
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Town Clerk: John Harrison

NOTICE IS GIVEN OF an **Extra Ordinary meeting of the STAFFING COMMITTEE to be held at the Fleur-De-Lys Meeting Room, Market Street, Hailsham, BN27 2AE on**
Thursday 20th August 2026 at 7.00pm

STAFFING COMMITTEE AGENDA

1. **Public Forum**
A period of not more than 15 minutes for matters relevant to the responsibilities of this committee, at the discretion of the Chair.
2. **Apologies for Absence**
To receive apologies for absence of appointed members.
3. **Declarations of Interest**
To receive notice of declarations of personal or prejudicial interests in respect of items on this agenda
4. **Minutes of Previous Meeting**
To resolve that the minutes of the previous meeting held on 9th July 2026, are an accurate record and may be signed by the Chair.
- 4.1 To receive an update about progress of resolutions from the last Committee meeting not covered by this agenda.
5. **Finance Report**
To note the finance report
6. **Corporate Services Manager Person Specification**
To consider a request to include the Certificate in Local Council Administration (CILCA) qualification as "essential" rather than "desirable" in the Person Specification of CSM
7. **Grants**
Update on grants progress
8. **Confidential Business**
To resolve that the next agenda items are conducted under confidential business as they concern: engagement, terms of service and the beginning of legal proceedings - in accordance with the Council's Standing Order No 1E.

9. Finance Staffing matters
To consider current contracts
10. To consider the creation of a new post of "Operations Officer"
To consider the proposal and job description
11. Grants Officer Post
To discuss and consider the Post
12. Amenities Officer new post
To consider a change to the job title of the new post to reflect the job description
14. Post Office Staffing Matters
Update

Councillor K. Nicholls, Chair of Staffing Committee
14th August 2026

Karen Nicholls

Committee Membership: Cllrs
Gavin Blake-Coggins
Mickey Cairra
Barry Carpenter
Barbara Holbrook
Collin Mitchell
Karen Nicholls (Chair)
Anne Marie Ricketts (Deputy Chair)
Doina Rusu