



**You are hereby notified of a Staffing Committee Meeting  
of Northallerton Town Council to be held at 12:00 on  
Friday 17th April at the Town Hall**

The right to record, film and broadcast meetings of the Council is established under The Openness of Local Government Bodies Regulations 2014. Anyone intending to record, film and broadcast meetings must adhere to the Council's Rules for the Effective Management of Recording at Meetings, and give due notice of intent.

Members of the public and press are invited to attend, the agenda is detailed below.

A handwritten signature in black ink, appearing to be 'AR'.

Alexandra Robson - Clerk/RFO  
13th April 2026

**Agenda**

SC25/30 To receive and consider Apologies for Absence and Declarations of Interest

SC25/31 To consider if it is necessary to resolve to exclude members of the press and public by virtue of Public (Admission to Meetings) Act 1960, due to the confidential nature of any agenda items

SC25/32 To approve the Minutes of the Staffing Committee Meeting held on 16th March 2026

SC25/33 To note an internal application for the position of Town Hall Duty Officer 1 x FTE

SC25/34 To consider additional applications for the position of Town Hall Duty Officer and agree next steps

SC25/35 To consider the impact of the change made in SC25/33 and agree necessary actions to staff the Amenities Team appropriately

SC25/36 To receive a report prepared by the Clerk with recommendations for a revised the staffing structure and agree next steps

SC25/2 To confirm the date and time of the next meeting and to note the closure of the meeting