

**Minutes of a Staffing Committee Meeting of Northallerton Town Council
held at 7.00pm on Monday 12th July 2021 at the Town Hall**

Present: Cllr P Cornfoot (ex officio Chairman), Cllr D Calvert, Cllr C Hutson and Cllr J Hutson
Also Present: Alexandra Little, Locum Clerk

SC21/005 Apologies for Absence and Declarations of Interest

It was resolved that apologies for absence be received and accepted from Cllrs A and P Eames
No Declarations of Interest

SC21/006 Minutes

It was resolved that the minutes of the Staffing Committee Meeting held on 1st June 2021 were signed as a correct record

SC21/007 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

It was resolved that to exclude members of the press and public by virtue of Public (Admission to Meetings) Act 1960 at agenda item 21/008, due to the confidential nature of this item

SC21/008 Employment Advertisements

1. It was resolved the following employment advertisements be produced and circulated with a closing date of 5pm Monday 2nd August 2021:

- a. Amenities Manager
- b. Amenities Operative
- c. Caretakers Assistant
- d. Town Clerk

2. It was resolved that shortlisting and interviews to be conducted by members of the Staffing Committee and the Locum Clerk as appropriate

3. It was resolved that the Staffing Committee will appoint for roles a), b) and c)

4. It was resolved that the ratification of the recommendation for position of Town Clerk will be taken to an Extraordinary Meeting of Full Council as soon as possible following interviews

SC21/0090 To agree the date and time of the next meeting as Wednesday 11th August 2021 at 4pm, subject to interviews being concluded.

The meeting closed at 7.37pm