

**Minutes of the the Staffing Committee Meeting of
Northallerton Town Council held at 6.00pm on
Tuesday 20th September 2021 at the Town Hall**

Present: Cllr P Eames (Mayor), Cllr A Eames, Cllr D Calvert
Also present: Alexandra Robson, Clerk

No members of the Public Present

SC21/103 Apologies for Absence and Declarations of Interest

It was resolved that apologies for absence be received and accepted from Cllrs C & J Hutson
No Declarations of Interest

SC21/104 Minutes

**It was resolved that the Minutes of the Staffing Committee Meeting held on 10th August 2021
be approved**

SC21/105 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 from agenda item SC21/107 onward due to the confidential nature of
these items**

SC21/106 To update councillors on the progress of the Assistant Caretaker Recruitment process
It was noted that this process is ongoing.

SC21/107 To agree requirements for a temporary member of staff for Maternity Cover. HR advice was
to advertise the role as Deputy Clerk and make a temporary appointment for up to 12 months.

It was resolved that the Clerk will advertise for a temporary member of staff

SC21/108 To update councillors on an ongoing HR Matter and agree necessary actions

It was resolved the HR advice process be followed and councillors be updated as necessary

SC21/109 Next Meeting

It was agreed that the next meeting be arranged as required

The meeting closed at 6.48pm

Signed:
Chairman
Date: