



**Minutes of a Staffing Committee Meeting of  
Northallerton Town Council held at 2.30pm on  
Friday 15th August 2022 at the Town Hall**

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

No members of the public were present.

SC22/001 Apologies

Apologies were received and accepted from Cllr M Holmes.

SC22/002 Minutes

**It was resolved that the Minutes of the Staffing Committee Meeting held on 8th April be approved**

SC22/003 Exclusion of 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 SC22/004 due to the confidential nature of items from this point**

SC22/004 To update councillors on the progress of the probationary roles

The Clerk gave a summary of the progress and it was noted that the roles of Amenities Supervisor and two Amenities Operatives positions had been confirmed in writing.

Councillors wished to congratulate the Amenities Team on excellent planting and generally maintaining a high standard of work.

**It was resolved that the Clerk will pass this feedback to the team**

SC22/005 To update councillors on general staffing matters for information only

Discussion took place around the current structure which is supporting the council during the time of staff maternity.

The Clerk is in contact with the staff member and discussions are underway to facilitate a positive return to work.

Councillors are keen to maintain the stable environment that has been developed and ensure all staff are supported.

SC22/006 To consider and agree amendments required to the administrative function of the council

The Clerk has regularly been working additional hours since commencing the role in September 2021.

**It was resolved that the contractual hours of the Clerk will increase to 30 hrs pw with effect from 1st August**

SC22/007 To consider staff training requirements and to agree additional support for these to be undertaken

One Amenities Operative begins the RHS Horticultural Certificate at Askham Bryan College in September.

**1. It was resolved that associated costs and travel expenses will be met by the council**

A Local Council Finance Course is being undertaken by the Finance Officer which is expected to take 5 x 2hrs.

**2. It was resolved that up to 10 additional hours be paid to the Finance Officer, whilst undertaking this training**

SC22/08 Date and time of the next meeting

**It was resolved that the date of the next meeting will be 10th October 1.30pm if required**

Signed:  
Chairman

Date: