



**Minutes of a Staffing Committee Meeting of  
Northallerton Town Council held at 1.00pm on  
Monday 26th February at the Town Hall**

**Present:** Cllr P Eames, Mayor; Cllr A Eames; Cllr D Calvert; Cllr M Holmes and Cllr J Hutson.

**Also Present:** Alexandra Robson, Clerk.

SC23/017 To receive and consider Apologies for Absence and Declarations of Interest  
All councillors were present

SC23/018 To approve the Minutes of the Staffing Committee Meeting held on 23rd October 2023

**It was resolved that the Minutes of the Staffing Committee Meeting held on 23rd October 2023 be approved**

SC23/019 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 agenda items

**It was resolved it was necessary to exclude members of the press and public from item SC23/020**

SC23/020 To receive a short update from the Clerk on general staffing matters

The Clerk gave a short update to the committee on a number of general staffing matters.

**1. It was resolved that the Clerk will continue to support staff as required with advice from the HR provider**

Pension contribution changes, given the forthcoming living wage increase, were discussed.

**2. It was resolved that the Clerk will look into the implications of this change**

SC23/021 To consider the effectiveness of the current staff structure and agree any actions required

Discussion took place regarding the current allocation of staff time, general administration and the requirements of the Town Hall building and associated tasks.

**It was resolved that the Clerk will complete an initial review of all job descriptions and these will be considered at the next meeting**

SC23/022 To agree amenities team staffing requirements for Spring/Summer 2024

**It was resolved that the amenities team will remain at 2 FTE but additional help may be called upon as needed**

SC23/023 To confirm the dates of the next meetings in 2024

**It was resolved that the next meeting will be 29th April 2023 at 13:00**

The meeting closed at 14:00

Signed:  
Chairman  
Date: