



Minutes of a Staffing Committee Meeting of Northallerton Town Council held at 11:30 on Monday 10th November 2025 at the Town Hall

Present: Cllr J Hutson; Cllr D Calvert; Cllr A Eames; Cllr P Eames and Cllr A Hugill.

Also Present: Alexandra Robson, Clerk.

SC25/16 To receive and consider Apologies for Absence and Declarations of Interest
All councillors were present.

SC25/17 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 it was necessary to exclude members of the press and public from SC25/20 onwards

SC25/18 To approve the Minutes of the Staffing Committee Meeting held on 11th August 2025

It was resolved that the Minutes of the Staffing Committee Meeting held on 11th August 2025 be approved

Congratulations were offered to Mrs Garside and family on the safe arrival of their baby.

SC25/19 To review a Home Working Policy to be recommended for adoption by Full Council

A draft policy was reviewed, which had been shared with staff in advance.

It was resolved that this would be recommended to Full Council for adoption and kept under review

SC25/20 To receive a short update on general staffing matters from the Clerk and agree any necessary actions

The Clerk gave a short verbal update on staffing matters.

- Some maternity cover is in place to ensure bookings at the Town Hall are managed effectively. The Clerk will work with the staff team and VA to provide an additional 5hrs per week of administrative support.
- A mature student is currently working within the team archiving documentation, categorising files and updating the council's parish online mapping system.
- Sunday toilet opening was discussed, as an additional member of staff is required to cover holidays and sickness for this to be facilitated.
- Cllr Hutson wished to check that the council's policy for IT use was up to date.

It was resolved that a policy for use of AI be looked into by the Clerk

SC25/21 To receive recommendations following further work on the ongoing staffing review and consider next steps

As part of the ongoing staffing review the following matters were considered:

- Maternity Cover.
- Possible development of a part time Facilities Manager role for 2026/2027.
- Succession planning for the Cemetery team.
- Potential for additional staff requirement if the market is devolved to the Town Council in the future. A meeting with North Yorkshire Council Officers on 19th November will inform the next steps.

It was resolved to meet with the Chairman/ and Vice Chairman of the Joint Burial Committee in early 2026

SC25/22 To confirm the date and time of the next meetings and to note the closure of the meeting

It was resolved that the next meeting will be Friday 6th February at 10:30

The meeting closed at 12:33.

Signed
Chairman
Date