



Minutes of a Staffing Committee Meeting of Northallerton Town Council held at 10:00 on Monday 16th March at the Town Hall

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

Also Present: Cllrs A & P Eames via Teams and Alexandra Robson, Clerk

SC25/23 To receive and consider Apologies for Absence and Declarations of Interest

It was resolved apologies be received and accepted from Cllrs A & P Eames

It was noted that Cllrs A & P Eames joined the meeting remotely, to observe the discussions, but did not take part in decision making.

SC25/24 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 SC25/27

SC25/25 To approve the Minutes of the Staffing Committee Meeting held on 10th November 2025

It was resolved that the Minutes of the Staffing Committee Meeting 10th November 2025 be approved

SC25/26 To note the resignation of a member of staff

Caretaker, Malcolm Rowell has resigned from his position and will leave the council on 31st March. Councillors wished him all the best in his new role and offered sincere thanks for his long service to the Council and the Town Hall.

SC25/27 To agree a revised staffing structure, following the ongoing staffing review

The Clerk had undertaken further work, reviewing staffing gaps and benchmarking against other councils with similar responsibilities, focussing on a structure to:

- strengthen governance, compliance and transparency
- ensure the Council has capacity to deliver its Strategic Plan
- improve Town Hall operations and customer service
- ensure safe and effective delivery of civic events
- enhance biodiversity and green-space management
- prepare the Council for future service responsibilities
- allow the Clerk & RFO to focus on strategic leadership

It was resolved that further consideration needs to be given to this and that the immediate priority is to ensure effective running of the Town Hall following the resignation in SC25/26

SC25/28 To consider recruitment needs and agree:

Roles to be advertised

1. It was resolved that 2 Town Hall Duty Officers are required (1 x FTE and 1 x 0.6 FTE)

2. It was resolved that these will be advertised internally

Timeframe for the recruitment process

3. It was resolved that the recruitment process will be started immediately

Delegation of actions to the Clerk

4. It was resolved that the Clerk will prepare an advert and Job Description for the Town Hall Duty Officer role in consultation with the Chairman and Mayor

5. It was resolved that the Clerk will conduct a preliminary review of applications

6. It was resolved that the Clerk has delegated authority to accept an application from a current member of staff and set up a trial period as appropriate

Signed:
Chairman
Date:



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Staffing Committee Members to form a recruitment panel

7. It was resolved that a recruitment panel will be made up of the Clerk and one member of the Staffing Committee who is available at the time interviews are required

SC25/29 To confirm the date and time of the next meeting and to note the closure of the meeting

It was resolved that the next meeting will be held on Friday 17th April at 12:00 midday.

The meeting closed at 11:35.

Signed:
Chairman
Date: