



Minutes of a Staffing Committee Meeting of Northallerton Town Council held at 12:00 on Friday 17th April at the Town Hall

Present: Cllr J Hutson; Cllr A Hugill and Cllr P Eames

Also Present: Alexandra Robson, Clerk

SC25/30 To receive and consider Apologies for Absence and Declarations of Interest

It was resolved that apologies be received and accepted from Cllr D Calvert and Cllr A Eames

SC25/31 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 SC25/33

SC25/32 To approve the Minutes of the Staffing Committee Meeting held on 16th March 2026

It was resolved that the minutes of the Staffing Committee meeting held on 16th March 2026 be approved

SC25/33 To note an internal application for the position of Town Hall Duty Officer 1 x FTE

AC come in from 1st April

Ensure responsibility matches the salary

Some flexibility with weekends or evenings

Permanent with review after 3 months

Check with Aversure re the legality of this

Pride in the place working with the office team

SC25/34 To consider additional applications for the position of Town Hall Duty Officer and agree next steps

PT wrap-around role

One applicant had an informal meeting with the Clerk

Make sure they understand

Next steps to interview him with a councillor

3 mth trial boundaries

Ensure its ok re the other staff member

SC25/35 To consider the impact of the change made in SC25/33 and agree necessary actions to staff the Amenities

Team appropriately

Internal application

It was resolved that the Clerk will develop a new JD & it will be advertised internally

Apprenticeship but at a proper minimum wage

Discuss with NYC and Askham Bryan

Seasonal person - 25 - 37hrs May to Oct

SC25/36 To receive a report prepared by the Clerk with recommendations for a revised the staffing structure and agree next steps

Approachable council extended hours - telephone and office

Consider implementing timesheets - electronic

Engage with ClickUp

Expectations

Adjust SG description

Broad acceptance of the structure

Work towards this



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SC25/37 To confirm the date and time of the next meeting and to note the closure of the meeting

Set the dates at the annual meeting in May

The meeting closed at 1345