**KNARESBOROUGH TOWN COUNCIL (KTC)**

A Pulman Knaresborough House

Clerk of the Council Knaresborough

 North Yorkshire

 HG5 0HW

 Tel: (01423) 864080

E-mail: clerk@knaresboroughtowncouncil.gov.uk

 30 January 2024

To: **The Members of the Staffing Committee** – K Davies, D Goode, H Gostlow,

 M Longhurst, J Pickard, and H Westmancoat

Dear Councillors:

I hereby summon you to the following meeting of **KNARESBOROUGH TOWN COUNCIL STAFFING COMMITTEE** to be held at Knaresborough House, Knaresborough, HG5 0HW on:

**05 February 2024**

**10:00 am**

Please see the Agenda for the meeting below:

Yours faithfully

A Pulman

A Pulman

Clerk of the Council

Any queries regarding this agenda should be addressed to the **Clerk** at **office@knaresboroughtowncouncil.gov.uk**

**COUNCIL AGENDA – 05 February 2024**

**1.**  **To receive** **apologies and consider approval** of the reasonsfor inability to attend the meeting.

**2. To receive** declarations of **disclosable pecuniary interests** (not previously declared) on any matters of business and to consider any written requests for **dispensation**.

**3. KTC Public Speaking Session**

Any member of the public who wishes to speak about an item on this agenda, or any topic they wish to bring to council’s attention, does not need to give notice but priority will be given to those who have given prior notice to the Clerk – *please see contact details on the front of this agenda.*

**4. To consider** and if thought fit, **approve** as a correct record, the Minutes of the Staffing Committee Meeting held on:

**4.1** Thursday 11 January 2024 *(ca)*

**5. To appoint** a named councillor to have responsibility for regular liaison with the Clerk on all staffing matters including arranging and leading on the annual appraisal for the Clerk *(following recommendation from YLCA at Whole Council Training on 18 January 2024)*

**6. To consider** prioritisation of work/projects for the new member of staff starting in March *(copy job description attached)*

**7. To note** additional hours worked by staff to be paid in February payroll *(verbal report from Clerk).*

**Note:** Members of the public and press are invited to attend the meeting as observers. Only Town Councillors are entitled to vote. A list of Councillors is available on the website or notice board at Knaresborough House. Agenda papers may be viewed on the website or purchased at the Town Clerk’s office.

**A copy of the agenda in larger print is available on request.**

Following the Local Government Audit and Accountability Act 2014 the right to record, film and to broadcast meetings of the Council, Committees and Sub Committees is established but anyone wishing to do so should advise the Clerk or Chair of the Council to ensure compliance with KTC's adopted policy to effectively and lawfully manage this activity.

**Emergency Procedures for Meetings – Fire**

 Details on fire evacuation procedures are displayed in the Council Chamber. Members and visitors are to familiarise themselves with these and the location of fire exits, in the building.