

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL'S
STAFFING COMMITTEE
HELD AT KNARESBOROUGH HOUSE
on Monday 05 February 2024**

PRESENT: **Chair:** Councillor H Gostlow (Vice Chair)
Councillors: Longhurst, Pickard and Westmancoat.
Staff Present: The Clerk and Deputy Clerk
Late Arrivals: M Longhurst **Early Departures:** None

24/015 **ITEM 1 - To receive apologies and consider approval of inability to attend the meeting**

RESOLVED: To receive apologies and approve reasons for inability to attend from Councillor K Davies and Councillor D Goode.

Cllr Longhurst joined the meeting 10:05

24/016 **ITEM 2– Councillors' Disclosure of an Interest**

None for this meeting

24/017 **ITEM 3 - KTC Public Speaking Session**

None for this meeting

24/018 **ITEM 4 - To consider and, if thought fit, approve as a correct record, the Minutes of the held on:**

4.1 Thursday 11 January 2024

RESOLVED: That the minutes of the staffing committee meeting held on Thursday 11 January 2024 be approved as a correct record and signed by the Chair.

24/019 **ITEM 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)**

RESOLVED: That Councillors H Westmancoat and D Goode are appointed as liaison and deputy liaison councillors respectively and that they will manage the whole appraisal process.

FURTHER RESOLVED: That the appraisal meeting is set for 19 February at 10.00 a.m.

24/020 **ITEM 6 - To consider** prioritisation of work/projects for the new Member of staff starting in March

RESOLVED: That the Clerk be given delegated authority to manage and prioritise the work and training of the new Programmes Officer with the emphasis being on improved communication between council, residents, and other organisations. The committee would like to see a proposed plan from the new officer regarding what can be achieved and how.

Members compiled a list of projects and events that they believed would fit with the new role and the Clerk agreed to discuss all the ideas; the Clerk asked that council members liaise with her in the first instance whilst the new employee was settling in.

24/021 **ITEM 7 - To note** additional hours worked by staff to be paid in February payroll (verbal report from Clerk).

RESOLVED: That the additional hours accrued by both the Clerk and Deputy Clerk from May 23 to Feb 24 be paid in the next payroll period.

24/022 **ITEM 8 - To consider** putting together a range of tasks that would fall under the remit of a 'Town Ranger' service as discussed at the November meeting

Members discussed potential tasks throughout the town which would fall under the remit of a Town Ranger Service and/or volunteers.

Meeting closed at: 11:55 a.m

**Signed by the Vice Chair:
Councillor H Gostlow**