

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL'S
STAFFING COMMITTEE
HELD AT KNARESBOROUGH HOUSE
on Monday 09 February 2026**

PRESENT: **Chair:** Councillor H Westmancoat

Councillors: Gostlow, Pickard and Oakes

Staff Present: The Clerk

Late Arrivals: None **Early Departures:** None

26/044 **Item 1 - To receive apologies and consider approval of inability to attend the meeting**

RESOLVED: That apologies were received with a reason approved from Councillor Goode.

26/045 **ITEM 2 – Councillors' Disclosure of an Interest** - None for this meeting.

26/046 **ITEM 3 - KTC Public Speaking Session** - None for this meeting.

26/047 **ITEM 4 - To consider** and, if thought fit, **approve** as a correct record, **the Minutes of the held on:**

4.1 Monday 12 January 2026

RESOLVED: That the minutes of the staffing committee meeting held on Monday 12 January 2026 be approved as a correct record and signed by the Chair.

26/048 **ITEM 5 – Confidential Session**

In view of the confidential nature of the business to be transacted re **ITEM 6** pertaining to staffing matters, contracts and volunteer arrangements the item be dealt with in private session and, subject to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (as amended), the meeting be not open to members of the public and press.

RESOLVED: To conduct Item 6 in confidential session.

26/049 ITEM 6 – Staffing Matters

6.1 To decide on the details applicable to the format of the Town Development Manager interviews.

Councillors agreed on a title for a short presentation an interviewee would be asked to present. It was also agreed that Councillors Westmancoat, Gostlow and Oakes would conduct the interviews with Councillors Batt and Goode asked to be substitutes if necessary.

6.2 To consider the job description for an Administrative Assistant and **decide** on hourly rate and number of hours per week.

RESOLVED: That the job description for an Administrative Assistant be approved and

Further RESOLVED: That the job be advertised for 15 hours per week at NJC SP 13.

6.3 To further review any office move given the condition of some of the available space in Knaresborough House.

Councillor Pickard mentioned he was meeting the NYC Estates team immediately following this meeting and hoped that agreement could be reached about how to move forward with an office move.

Councillors agreed a further risk assessment on office space was needed

6.4 To consider giving the Clerk delegated authority to purchase necessary equipment to facilitate office changes and the introduction of new staff. **To decide** on the budget line and amount needed.

RESOLVED: That KTC give delegated authority to the Clerk as described above to an amount up to £3000 from the Town Development budget line.

Meeting closed at: 10.35 a.m.

Signed by the Chair:
Councillor H Westmancoat