

MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL's
STAFFING COMMITTEE (Extra Ordinary)
HELD AT KNARESBOROUGH HOUSE
on Monday 12 January 2026

PRESENT: **Chair:** Councillor H Westmancoat
Councillors: Gostlow, Pickard and Goode
Staff Present: The Clerk
Late Arrivals: None **Early Departures:** None
Absent: Cllr Oakes

26/038 **Item 1 - To receive apologies and consider approval of inability to attend the meeting**

None to receive.

26/039 **ITEM 2 – Councillors’ Disclosure of an Interest** - None for this meeting.

Councillor Pickard stated his non-pecuniary interest in items 6.4 and 6.5 due to previously being approached for discussion.

26/040 **ITEM 3 - KTC Public Speaking Session** - None for this meeting.

26/041 **ITEM 4 - To consider and, if thought fit, approve as a correct record, the Minutes of the held on:**

4.1 Monday 29 September 2025

RESOLVED: That the minutes of the staffing committee meeting held on Monday 29 September 2025 be approved as a correct record and signed by the Chair.

26/042 **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.

26/043 ITEM 6 – Staffing Matters

6.1 To receive and note the letter from the Deputy Clerk.

RESOLVED: To receive and note the letter and that the Staffing Committee will write a response directly to the Deputy Clerk, acknowledging a sincere apology for the matter raised in point 2.

6.2 To approve delegated authority for the Clerk to seek independent advice on TUPE and for KTC to cover costs involved **OR** to respond directly to NYC to formally accept that no formal consultation is required.

RESOLVED: To respond to North Yorkshire Council to formally accept that no formal consultation is required as per the information provided to KTC.

6.3 To review administrative support for the office and **consider** conducting an SLCC led staffing review to compliment a potential office move and other changes to Town Council services.

RESOLVED: To compile a job description and advertise for administrative support for the office for a fixed term of 6 months.

FURTHER RESOLVED: For the Clerk to obtain a quote for a potential future staffing review.

6.4 To review an Operational Market Manager role and **decide** next steps, including how and when to initiate a handover process with NYC and present findings to full council for agreement.

RESOLVED: To move forward with the proposed additional role at a time to be determined in negotiations with North Yorkshire Council. To ask for a 6-month break clause to be considered as part of the agreement.

The committee discussed progress with the possible Wednesday Market handover and a potential timeframe to inform Full Council of the current status.

6.5 To agree on an amended version of a Town Manager role description and **decide:**

- i) On a method of advertising the role and associated budget
- ii) On a deadline for the advertisement to be in the public domain
- iii) On a deadline for applications to be received and a proposed date for interviews to take place. To include a decision on who will do the shortlisting, who will do the interviewing and what format the interviews will take.

The committee agreed that the introduction of this role should not in any way interrupt the valued work of the Community Projects Officer. That the intention was to bridge the gap between Council and the local business community in support of the town.

RESOLVED:

- (i) That the Clerk amends the current draft role description as discussed and circulates the draft to committee members for their approval as soon as possible. That the job should be advertised on a platform like Indeed and the Clerk to allocate funds for this from the most appropriate budget line.
- (ii) That the job is advertised by 26 January 2026
- (iii) That the deadlines for application should be 23 February with a window from 2 – 16 March for interviews to take place, following shortlisting if needed. The interviews to be conducted by 3 councillors, include a presentation and an informal visit with current office staff. A decision to be made by 31 March with appointment communicated on 1st April 2026.

(All timings subject to change if circumstances dictate it necessary)

6.6 To consider a potential office move within Knaresborough House to accommodate increased staffing needs and accessibility. To **decide** on what steps need to be taken and by whom and what budgetary requirements may be needed.

RESOLVED: That the Committee set in motion an office move in negotiation with North Yorkshire Council. The Clerk to email Estates at North Yorkshire Council to ask to proceed and to negotiate some of the financial aspects of the move. Any Heads of Terms to be circulated to the committee before signing.

6.7 To receive an update from the task and finish group on its progress in producing a plan, and how to achieve this, for improving IT/technology in the office and in meetings.

Councillor Westmancoat updated the group on current progress and next steps for the group. It was unanimously agreed that the group should consider whether an independent IT review would be of value to the Council given the significant changes it is facing in its operations.

6.8 To consider the provision of professional wellbeing support for staff and how this can be achieved, including budgetary considerations.

Councillors Westmancoat and Gostlow stated that they had done some research and had been provided with examples from Councillor Walker as a starting point, along with information from the YLCA.

RESOLVED: To continue to progress the work already done and put together a policy and risk assessment to bring back to the committee at a future date.

Meeting closed at: 11.30 a.m.

Signed by the Chair:
Councillor H Westmancoat