**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL’s**

**STAFFING COMMITTEE**

**HELD AT KNARESBOROUGH HOUSE**

**on Monday 29 September 2025**

**PRESENT:    Chair:** Councillor H Westmancoat

**Councillors**: Gostlow, Pickard and Goode

**Staff Present:** The Clerk

**Late Arrivals:** None **Early Departures:**  Cllr Goode

**Absent:** Cllr Oakes

**25/031 ITEM 1 - To elect a Chair** for the Committee (and Vice-Chair if necessary)

**RESOLVED:** That Councillor Helen Westmancoat be appointed as Chair of the Committee and Councillor Hannah Gostlow as Vice-Chair.

**25/032 Item 2 - To receive apologies and consider approval of inability to attend the meeting**

None to receive. Councillor Goode explained his need to leave the meeting early and apologised for having to do so.

**25/033 ITEM 3 – Councillors’ Disclosure of an Interest** - None for this meeting.

**25/034 ITEM 4 - KTC Public Speaking Session** - None for this meeting.

**25/035 ITEM 5 - To consider** and, if thought fit, **approve** as a correct record,

**the Minutes** of theheld on**:**

**5.1** Monday10 February 2025

**RESOLVED:** That the minutes of the staffing committee meeting held on Monday 10 February 2025 be approved as a correct record and signed by the Chair.

**25/036 ITEM 6 – Confidential Session**

In view of the confidential nature of the business to be transacted re **ITEM 7** 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.

The above was noted, but no members of the public or press were in attendance.

**25/037 ITEM 7 – Staffing Matters**

**7.1 To nominate** 2 Councillors to undertake the appraisal discussion with the Clerk and set a date for it to take place in 2026.

**RESOLVED:** That the appraisal discussion will take place in February. The Clerk to liaise with Cllrs Westmancoat and Gostlow to arrange a specific date.

**7.2 To receive and note** the completed employee appraisals for 2025 and the objectives set.

**RESOLVED:** To receive and note.

*Councillor Goode left the meeting.*

**7.3 To receive** the Clerk’s report of the current staffing situation and **decide on next steps** considering recent and future changes to workload. **To consider** the current pay structure and **decide** if any amendments are needed and what this should look like. **To consider** if staffing levels need increasing and whether employing another part-time member of staff is feasible.

**RESOLVED:** To make the following changes to spine point (SP) levels (not backdated):

The Community Projects Officer to move to SP 27.

The Deputy Clerk to move to SP 30, with the potential of a 6-month review to move to SP31, following discussion and implementation of additional duties.

The Clerk to move to SP 37.

**FURTHER RESOLVED:** Councillors to investigate the potential of having a Town Manager type role (to encompass the Market should KTC take on the responsibility for it) and how that would fit with the existing staffing structure.

**FURTHER RESOLVED:** To review the need for an office administrative role in 6 months time if not before, how this would fit with the existing staffing structure and how it might develop in the future given Council’s aspirations.

**7.4 To review** how the current and potential future meeting structure can be supported in terms of level of staffing needed.

*See resolution for Item 7.5 as a first step*

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**7.5 To agree** to produce a plan, and how to achieve this, for improving IT/technology in the office and in meetings. To include investigations into a better phone system, recording of council and committee meetings, the use of AI to complement staffing and ease workload.

**RESOLVED:**  For a task and finish working group, led by Cllr Westmancoat, to look at the Council’s technology infrastructure and how this can be improved to assist council in its work and alleviate pressure on employees both in the office and at meetings.

**7.6 To further consider** enlisting the services of a HR/H&S/Payroll provider to aid the future development of the Council through devolution.

**RESOLVED:** To defer the item to a future meeting and ask the Clerk to continue to investigate and gather more information for Council, including more quotes.

**7.7 To review** the work done by the Town Ranger to date and **decide** on next steps.

**RESOLVED:** To extend the current Town Ranger agreement and suggest the contractor reserves one day a week to work for KTC (the equivalent of 8 hours).

Councillors wanted to acknowledge the excellent work completed by the Town Ranger and the overwhelmingly positive response from residents to the tasks being undertaken.

**7.8 To review** the Town Guide overview and make recommendations if required.

**RESOLVED:** To thank Margy for her continued support of the excellent Town Guides and to acknowledge that Council needed to reflect the need to ‘future proof’ this initiative as a positive investment in the next budget.

**Meeting closed at: 11.23 a.m.**

**Signed by the Chair:**

**Councillor H Westmancoat**