

# **HAXBY TOWN COUNCIL**

**The Memorial Hall, The Village, Haxby YO32 3HT**

**Minutes of a meeting of the Staffing Committee held on Monday 11 December 2023 at 6.15pm in the Oaken Grove Youth and Community Centre, Haxby.**

**Present:** Cllr. R. Pearson – Chairman  
Cllr. G. Cockburn  
Cllr. I. Craven  
Cllr I. Thompson

**Also present:** Alan Draper (town clerk)

## **S24/2023 Apologies for absence**

**RESOLVED** that apologies and the reason(s) for absence were received and accepted from Cllr C. Hogg and Cllr E. Pearson.

## **S25/2023 Chairman's welcome**

The chairman welcomed councillors to the meeting.

## **S26/2023 Declarations of interest**

**RESOLVED** to note there were no declarations of interest under consideration on this agenda in accordance with the Local Government Act 2000 Part III and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

## **S27/2023 Public question time and participation**

No members of the public were present.

## **S28/2023 Minutes of the previous meeting**

**RESOLVED** to approve and accept the minutes of the Staffing Committee meeting held on 16 October 2023.

## **S29/2023 Exclusion of public and press**

**RESOLVED** that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw, due to the nature of the business about to be transacted which is considered to be prejudicial to the public interest.

## **COMMITTEE IN PRIVATE SESSION**

### **S30/2023 Staffing matters**

#### **a) Outdoor staff role**

**RESOLVED** that the town clerk will draft a job description and circulate it to the committee so that the vacancy can be advertised before Christmas.

#### **b) Possible locum cemetery clerk**

**RESOLVED** that a locum cemetery clerk is not currently needed due to the impending permanent recruitment and Cllr R Pearson undertaking the role in the meantime but that the matter would be reviewed if the recruitment is not successful

**c) Appraisals**

**RESOLVED** that appraisals will be held by the end of March 2024.

*The town clerk left the room at this juncture.*

**d) Clerk's contract**

**RESOLVED** that the town clerk's contract is agreed in principle.

**e) Other staffing matters**

None.

**Signed** ..... **Date** .....

**Chairman**