

HEBDEN ROYD TOWN COUNCIL

Meeting of the STAFFING COMMITTEE Held WEDNESDAY, 11 DECEMBER 2024

MINUTES

PRESENT: **Councillors:** Morse (Chair) Guilfoyle, Harvey, and Howes.

295. TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received from Cllrs Davenport and Howes.

It was noted that Cllr Woodhead had expressed an interest in joining the committee to fill one of the vacancies.

It was moved by Cllr Morse

Seconded by Cllr Harvey and

RESOLVED: that this will be considered at the next meeting of the Full Council.

296. TO RECEIVE MEMBERS' INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING.

No members interests were received at this meeting.

297. MINUTES OF THE MEETING HELD 1 NOVEMBER 2024

There were no matters arising.

298. BUDGET REQUEST 2025-26

The budget request for the financial year 2025-26 was considered.

It was moved by Cllr Harvey

Seconded by Cllr Morse and

RESOLVED: to request a budget of £12720.00 for the council year 2025-26

In respect of expenditure for this financial year.

It was moved by Cllr Morse

Seconded by Cllr Harvey and

RESOLVED: to approve the renewal of the exiting IT Support contract, and to recommend approval expenditure of £1595.00

299. HR & HS CONSULTANCY

Following a number of previous meetings and discussions with providers the quotes from three providers were considered in respect to cost, provision and potential savings.

It was moved by Cllr Guilfoyle

Seconded by Cllr Morse and

RESOLVED: To recommend that Peninsula is appointed to provide HR and Health & Safety support for the three-year period 1 April 2025 – 1 April 2028 at a cost of £576.72 per month.

300. HRTC STAFFING STRUCTURE

The staffing structure of the staff at the Town Council was considered to ensure that the roles were as required to deliver the priorities of the council.

Issues in respect of pay were highlighted and these will be dealt with through the appraisal process. It was discussed that staff should be paid in accordance with the responsibilities of the role.

It was moved by Cllr Harvey

Seconded by Cllr Morse and

RESOLVED: To arrange a meeting for week commencing 6th January to properly consider the proposals and to consider the recruitment process for the Deputy Clerk role. The clerk will circulate information to support this including a suggested timetable and job descriptions.

A gift for the retiring clerk was discussed.

It was moved by Cllr Guilfoyle

Seconded by Cllr Morse and

RESOLVED: to recommend £150 meal voucher to be purchased as a retirement gift using the hospitality budget.

Cllr Howes joined the meeting.

The Clerks attendance at the SLCC Practitioners conference was discussed. As a voting member of the national SLCC form the clerk receives a reduced rate.

It was moved by Cllr Guilfoyle

Seconded by Cllr Harvey and

RESOLVED: To approve £400 plus travel from the training budget for the clerk to attend the Practitioners Conference.

301.

HBPH STAFFING ACTIONS

Requests in respect to staffing at the Picture House were discussed.

It was moved by Cllr Morse

Seconded by Cllr Howes and

RESOLVED: That this matter should be first discussed at a meeting of the Picture House Committee.

The meeting finished at 6:30pm