

14 January 2026



To Members of the Council

Dear Sir/Madam

You are hereby summoned to a meeting of the **STAFFING COMMITTEE** (Cllrs, Butterick, Guilfoyle, Harvey, Macdonald, Morse, Turner, & Woodhead) which will be held in the Greenwood Room at Hebden Bridge Town Hall on **MONDAY 19 JANUARY 2026 at 7.30PM**

Emma Green
Clerk to the Council

AGENDA

- 1. TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS.**
- 2. TO RECEIVE MEMBERS INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING.**
- 3. MINUTES OF THE MEETING HELD 22 OCTOBER 2025**
To report on matters arising from the minutes of meeting held 22 October 2025 not itemised on this agenda (enc).
- 4. APPRAISALS 2025/26**
To receive a report from the clerk and to consider the recommendations.
- 5. STAFFING COMMITTEE & SALARIES BUDGET**
To review the budget as proposed and to decide on actions as appropriate (enc).
- 6. HEBDEN BRIDGE PICTURE HOUSE STAFFING MATTERS**
To receive information on staffing matters and to decide on actions.
 - a. Appointment of Assistant General Manager
- 7. HEBDEN ROYD TOWN COUNCIL STAFFING MATTERS**
To receive information on staffing matters and to decide on actions.
 - a. Community Engagement and Communications Coordinator – Probation Period.
- 8. EXCLUSION OF THE PRESS AND PUBLIC**
To resolve to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 during consideration of items of a confidential nature.

HEBDEN ROYD TOWN COUNCIL

**Meeting of the STAFFING COMMITTEE
Held WEDNESDAY 22 October 2025**

MINUTES

- PRESENT:** **Councillors:** Woodhead (Chair), Butterick, Guilfoyle, Harvey, Morse and Turner
- Clerk:** Emma Green
- 292. TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS.**
There were no apologies reported to this meeting.
- 293. TO RECEIVE MEMBERS INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING.**
There were no members interests reported at this meeting.
- 294. MINUTES OF THE MEETING HELD 17 SEPTEMBER 2025**
There were no matters arising.
- 295. COMMITTEE MEMBERSHIP**
The resignation of C. Davenport was noted which creates a vacancy on this committee.
RESOLVED: to elect a member of council to join this committee at the next meeting of the Full Council.
- 296. DISABILITY CONFIDENT**
It was discussed that the town council's disability confident registration has expired.
RESOLVED: to ask the Disability Access Forum for guidance as to whether this is an appropriate accreditation and also to ascertain the requirements of the Town Council in maintaining the accreditation.
- 297. PAYROLL OUTSOURCING**
Following an agreement in principle as per minute 190, the clerk shared that four companies had been approached to provide payroll services and their responses were considered. It was discussed that the Town Council had a subscription with Sage Payroll, and the Town Clerk would contact Sage in regard to terminating this.
RESOLVED: That an appointment is necessary to ensure business continuity and to appoint Dalton Smith Accountants to provide payroll services at a cost of £187 per month. This will be reviewed annually and brought back in house as capacity permit.

298.

HEBDEN BRIDGE PICTURE HOUSE STAFFING MATTERS

Further to minute 243 and the potential position of an Assistant General Manager at the Picture House the Town Clerk presented costs, background information and a proposed job description.

RESOLVED: to approve an internal recruitment of an Assistant General Manager based on 20 hour per week, SCP 18-23. The Clerk will ask Peninsula to review the documentation prior to sharing.

The clerk reported notification of the new Living Wage of £13.45 with advice from the living wage foundation to implement as soon as possible.

RESOLVED: to implement the Living Wage uplift as appropriate from 1 December and to ask the Picture House committee how any proposed increase in ticket prices could link with this.

299.

HEBDEN ROYD TOWN COUNCIL STAFFING MATTERS

The clerk reported that the Local Environment & Allotments Officer had reached the end of their probation period. Throughout this time, they have proven themselves to be a highly motivated and skilled addition to the team.

RESOLVED: To note the information and approve the end of the probationary period.

The Town Clerk reported that whilst the town council is committed to openness and transparency, it continues to receive multiple Freedom of Information requests. These are increasingly time consuming for the team, creating additional pressures with limited capacity, and costly in respect of the need to obtain professional advice charged at £120 per hour.

RESOLVED: To note the information and advise the clerk to continue to seek professional advice where appropriate to ensure that the Town Council is compliant.

300.

EXCLUSION OF THE PRESS AND PUBLIC

There was no motion to exclude the press and public.

Meeting finished at 8.30pm