

HEBDEN ROYD TOWN COUNCIL

Meeting of the STAFFING COMMITTEE Held MONDAY 19 JANUARY 2026

MINUTES

PRESENT: **Councillors:** Woodhead (Chair), Butterick, Guilfoyle, Harvey, Macdonald, Morse, and Turner.

Town Clerk: Emma Green

405. TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS.

There were no apologies reported at this meeting.

406. TO RECEIVE MEMBERS INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING.

There were no members interests reported at this meeting.

407. MINUTES OF THE MEETING HELD 22 OCTOBER 2025

RESOLVED: There were no matters arising from the minutes of meeting held 22 October 2025 not itemised on this agenda.

408. EXCLUSION OF THE PRESS AND PUBLIC

The Council considered the exclusion of members of the public and press due to the confidential nature of matters to be discussed in item 4 of the agenda.

RESOLVED: to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 during item 4, to allow consideration of items of a confidential nature.

409. APPRAISALS 2025/26

The Clerk provided a report on the recent appraisals of the team, and the committee considered the recommendations.

RESOLVED: To note the information and approve the recommendations in the report with amendments as discussed.

RESOLVED: To provide a time for the team to meet informally with members of the staffing committee.

The Clerk left the meeting

The Chair provided a report on the recent appraisal of the Town Clerk.

RESOLVED: To note the information and approve the recommendation within the report.

The Clerk returned to the meeting

410. STAFFING COMMITTEE & SALARIES BUDGET

Councillors reviewed the Staffing and Salaries budget.

There were no further amendments to be made.

411. HEBDEN BRIDGE PICTURE HOUSE STAFFING MATTERS

a. Appointment of Assistant General Manager

The clerk provided an update in respect of the recruitment of an Assistant General Manager and the positive contribution to date.

RESOLVED: to note the information.

412. HEBDEN ROYD TOWN COUNCIL STAFFING MATTERS

a. Community Engagement and Communications Coordinator

The clerk provided a review of the last six months of employment, progress and achievements.

RESOLVED: To approve that the probationary period is complete and that the position is now permanent.

Meeting finished at 8:45pm