

HEBDEN ROYD TOWN COUNCIL

Meeting of the STAFFING COMMITTEE Held WEDNESDAY 17 SEPTEMBER 2025

MINUTES

PRESENT: **Councillors:** Butterick, Morse, Turner and Woodhead.

Clerk: Emma Green

186. TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS.
Apologies were received from Cllrs Guilfoyle and Harvey.

187. TO RECEIVE MEMBERS INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING.
There were no members interests reported at this meeting.

188. MINUTES OF THE MEETING HELD 22 JULY 2025
There were no matters arising.

189. RESIGNATION OF COMMITTEE CHAIR
Cllr Morse resigned from the role of Chair of the Committee but will remain a member of the Staffing Committee.
RESOLVED: To thank Cllr Morse for her contribution and to accept the resignation.
To appoint Cllr Woodhead as Chair of the Staffing Committee.
To appoint Cllr Turner as Deputy Chair of the Staffing Committee.

190. PAYROLL OUTSOURCING
The clerk explained that there is currently only one person within the team competent in undertaking the payroll function, whilst the ideal is for this to be delivered in house, the lack of current capacity means that this may be some time before training is able to be undertaken to the required standard. This could cause a potential issue in respect of business continuity. It is expected that this would cost approximately £200 per month.
RESOLVED: To approve the principle of outsourcing payroll. The clerk is to seek quotes for approval at the meeting of this committee.

191. EXCLUSION OF THE PRESS AND PUBLIC
In respect of Item 6.
RESOLVED: To resolve to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960.

192. STAFFING MATTERS REQUIRING ACTION

This matter was taken as a confidential item due to the nature of matters to be discussed.

Meeting finished at 7:15pm