

STAFFING COMMITTEE
held MONDAY 22 JUNE 2026 at
GREENWOOD ROOM, HEBDEN BRIDGE TOWN HALL

PRESENT

Councillors Hedges, Morse, Turner and Woodhead

Minutes Town Clerk - E Green

ABSENT

Councillors Butterick, Harvey & Guilfoyle

MINUTES

26(S)094	1. TO ELECT A CHAIR & DEPUTY CHAIR FOR THE COUNCIL YEAR 2026-27 RESOLVED: that Cllr Woodhead be Chair of the Staffing Committee for 2026 - 27. RESOLVED: that Cllr Turner be Deputy Chair of the Staffing Committee for 2026 - 27.
26(S)095	2. TO RECEIVE APOLOGIES & REASONS FOR ABSENCE. Apologies were received from Cllrs Butterick (holiday), Harvey (family commitments) and Guilfoyle (holiday). RESOLVED: To note the apologies and approve the reasons for absence.
26(S)096	3. TO RECEIVE MEMBERS' INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING. There were no members' interests reported at this meeting.
26(S)097	4. MINUTES OF THE MEETING HELD 22 APRIL 2026 It was reported that the National Conference had been booked for the Town Clerk and Deputy Town Clerk.

26(S)098	5. TERMS OF REFERENCE Councillors reviewed the Terms of Reference for this committee. RESOLVED: To recommend adoption of the Terms of Reference as amended.
<i>The Chair reordered the agenda</i>	
26(S)099	9. EXCLUSION OF THE PRESS & PUBLIC Members considered the exclusion of members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 during consideration of items of a confidential nature. RESOLVED: 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 - Agenda Items 6,7 & 8.
<i>The Town Clerk left the room</i>	
26(S)100	6. GRIEVANCE PANEL In accordance with 5.4 of Grievance Panel Terms of Reference, and in response to the recent employer grievance, recommendations were made in respect of better ways of working within council. RESOLVED: To note the information
<i>The Town Clerk returned to the room</i>	
	7. HEBDEN ROYD TOWN COUNCIL STAFFING MATTERS It was reported that future consideration be given to the staffing structure within the Town Council to ensure that it aligns with and is able to deliver the priorities of the council. Appropriate support for staff was discussed. RESOLVED: That consideration be given to the structure of the team and this be reported at future meetings of this committee, as preparations are made for the 27-28 budget. That the Town Clerk take actions as agreed to support staff.
26(S)101	8. HEBDEN BRIDGE PICTURE HOUSE STAFFING MATTERS Members received an update on staffing matters at the Picture House. RESOLVED: To note the information.

Meeting finished at 9pm.