

STOKESLEY TYOWN COUNCIL
EMPLOYMENT COMMITTEE

A Meeting of the Employment Committee was held
on Wednesday 19 February 2025 commencing at 7 pm

Employment Committee Membership

Cllr Mike Canavan, Sean Carey, Cllr Claire Craster, Cllr Bryn Griffiths, Cllr Graham Sowerby and Cllr Andy Wake.

Present: Cllrs Mike Canavan, Sean Carey, Claire Craster, Bryn Griffiths, Graham Sowerby and Andy Wake.

In attendance Cllr Gary Yuille.

Mrs Julie McLuckie, Clerk

1/19/02/25 NOTICE OF MEETING

RESOLVED that the public notice of the meeting had been provided in accordance with Schedule 12, paragraph 10(2) of the Local Government Act 1972.

2/19/02/25 MEMBERS OF THE PUBLIC

None present.

3/19/02/25 APOLOGIES FOR ABSENCE

None received.

4/19/02/25 DECLARATION OF INTERESTS IN ITEMS ON THE AGENDA

None declared.

5/19/02/25 MINUTES FROM THE MEETING HELD ON 21 NOVEMBER 2024

RESOLVED that the minutes from the meeting held on 21 November 2024 be agreed and signed as a true and accurate record.

6/19/02/25 SICKNESS / HOLIDAY / ABSENCE DATA - SUMMARY

RESOLVED that the Sickness / Holiday / Absence data report be received and noted. The Clerk would conduct a return to work interview prior to the return for the member of staff currently on sick leave and if required a doctors review would be arranged.

7/19/02/25 TRAINING

- a. **Delivered and Recorded** - Cllr Yuille attended the Planning Webinar organised by YLCA.
- b. **Planned** – Cllr Yuille is attending the new Councillor trainings sessions organised by YLCA. The staff first aid and fire marshal training are due for renewal this year which the Clerk will organise. The first aid training will be offered to Town Councillors and Library Volunteers where possible.

8/19/02/25 TOWN WARDEN ROLE

- a. Draft Job Description – **RESOLVED** that the draft job description circulated via e-mail and reviewed at this meeting be approved, subject to one amendment in the first paragraph.
- b. Advertising and Interview timetable – **RESOLVED** that the draft advert be approved and that the Clerk would advertise through our social media channels and in our notice boards in the first instance. If there was no interest, then consideration would be given to promoting elsewhere.

The closing date for applicants was agreed as Friday 27 March 2025 and interviews would be arranged for the following week if possible.

- c. Salary payment – **RESOLVED** that the Town Warden role would be employed by the Manorial Lands Trust and the be paid the hourly national living wage.

9/19/02/25 BUDGET 2025/26

RESOLVED that the Clerk has submitted the N.I. Employer contributions claim for the Town Hall Trust for the previous four years and had received confirmation that we will receive £7022.51.

10/19/02/25 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED that in accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the Town Council excluded the press and public from the meeting to deal with items of a confidential nature.

11/19/02/25 SICKNESS ABSENCE / DETAILS

RESOLVED that a sick note had been provided in accordance with the policy for the Town Hall Steward currently on sick leave.

12/19/02/25 LIBRARY MANAGER UPDATE

RESOLVED that the Library Managers letters of resignation were received. The Globe Trustees would be notified of their resignation and that they could commence a recruitment process to appoint a replacement. The Town Council would hold an exit interview with each of the Library Manager’s prior to their departure at the end of May 2025. It was agreed not to progress with their TUPE transfer from the Town Council to The Globe because of the short period of time they will now be employed in the new financial year. The new member(s) of staff would be employed by The Globe so that employer N.I. payments can be claimed as a Registered Charity in the future. The Town Council will continue to support The Globe Trustees by sharing policies, offering advice etc.

The Town Council formally recorded its thanks to the two Library Managers for their hard work and efforts in developing The Globe into the community hub it is today and for giving advanced notice to allow a full recruitment process to take place prior to them leaving.

Reserved Matters - Employment Committee Only

No items to discuss.

The meeting closed at 8 pm.

Signed Date