STOKESLEY TYOWN COUNCIL
EMPLOYMENT COMMITTEE

A Meeting of the Employment Committee was held
on Tuesday 7 July 2026 commencing at 7 pm

Employment Committee Membership
Cllr Mike Canavan, Sean Carey, Cllr Claire Craster, Cllr Bryn Griffiths and Cllr Graham Sowerby

Present: Cllrs Mike Canavan, Claire Craster, Bryn Griffiths and Graham Sowerby.
Mrs Julie McLuckie, Clerk

1/07/07/26 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.

2/07/07/26 MEMBERS OF THE PUBLIC
None present.

3/07/07/26 APOLOGIES FOR ABSENCE
None received.

4/07/07/26 ELECTION OF THE CHAIR
RESOLVED that Cllr Claire Craster be appointed Chair for the coming year.

5/07/07/26 DECLARATION OF INTERESTS IN ITEMS ON THE AGENDA
None declared.

6/07/07/26 TERMS OF REFERENCE
REESOLVED that the Terms of Reference were reviewed and approved.

7/07/07/26 MINUTES FROM THE MEETING HELD ON 31 MARCH 2026
RESOLVED that the minutes from the meeting held on 31 March 2026 be agreed and signed as a true and accurate record.

8/07/07/26 TRAINING
a. **Delivered and Recorded -** Cllr Atkinson had attended the YLCA Planning Training session on 23 June 2026.
b. **Planned** – The staff first aid training is arranged for 3 August 2026, and an invitation extended to the Stokesley Community Library as we have 3 spaces available. The fire marshal training is due for renewal this year and would be arranged in due course, it was agreed to include Cllrs Johnson and Sowerby for this training for when they are covering the bar at music events. Cllrs Duggleby and Wise had expressed an interest in joining the next YLCA new Councillor training and the Clerk would continue to share other training opportunities.

9/07/07/26 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.

10/07/07/26 <u>BUSINESS CONTINUITY</u>

i. Salaries - **RESOLVED** that the both the Town Council and Town Hall Trust staff be notified of the intention to move from a weekly salary run to four weekly from October. One to one consultation with each member of staff would take place prior to the introduction and it was agreed to move to a two weekly salary run from September so that the transition is easier. The Clerk would confirm the payment dates and produce a new four weekly time sheet.
ii. Forward Planning – **RESOLVED** that it was agreed that the Town Council needs to ensure business continuity in the event of any unplanned leave of absence by the Clerk. The Council also considers it prudent to have trained resources in place to cover future replacement of the Clerk. It was agreed that it was imperative that the Assistant Clerk is trained and able to provide full cover for the role as required in accordance with their job description. The Employment Committee Chair and Clerk would meet with the Assistant Clerk to look at training requirements and to agree a plan with timeframes to ensure this is achieved.

The meeting closed at 8.20 pm.

Signed ..... Date .....