

NORTON-ON-DERWENT TOWN COUNCIL

Staffing & Policy Committee

Minutes of the Meeting of the Staffing and Policy Committee held in the Council Chamber,
84b Commercial Street, Norton-on-Derwent on Monday 15th July 2024 at 2pm.

PRESENT Councillors; D Keal (Mayor), M Brampton, S Shaw, A Spencer, H Spencer
IN ATTENDANCE C Eade (Town Clerk)
APOLOGIES Cllr R King

Cllr M Brampton chaired the meeting.

003/24 Minutes - resolved

It was agreed that the minutes of the Staffing & Policy Committee meeting on Monday 13th May be approved and signed as correct. [See Link](#)

All members approved

004/24 Code of Conduct Policy

Members agreed to recommend to full Council that the document should be adopted with Page 11, Section 6, Disclosure of Other Registerable Interests and Page 16, Table 2 Other Registerable Interests be taken out of the policy entirely. [See Link](#)

Cllr D Keal joined the meeting

005/24 Co Option

Members agreed that when North Yorkshire Council have advised if the Council can Co-opt then the Clerk needs to advertise the role as widely as possible and for a duration of 6 weeks. Clerk to finalise dates for closing of applications. Clerk will advise outcome from North Yorkshire Council and act accordingly.

006/24 Admin Assistant

It was agreed that the Clerk should write a job role for Councillors to decide how to proceed regarding an admin role. It was also agreed that as the Clerk generally works after 4.30pm that full council should discuss extending these hours.

Meeting closed at 2.45pm

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

DRAFT