



## KIRKBYMOORSIDE TOWN COUNCIL

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### **Minutes of the Staffing Committee meeting held in Church House, 7 High Market Pace, Kirkbymoorside YO62 6AT at 7.10pm on Monday 16 February 2026.**

**Present:** Councillors J Coughlan, C Dowie and A Moffat.

**Also present:** Councillor T Riby and Town Clerk L Bolland

**S25008** Apologies for absence

- a. Apologies for absence given in advance of the meeting were **received** from Cllr Woodhams.
- b. Reasons for absence were **approved**.

**S25009** There were no Declarations of Interest in items on the agenda.

**S25010** Minutes and Matters Arising

- a. Minutes of the Staffing Committee meeting dated 2 July 2025 were **approved** and **signed**.
- b. There were no matters arising.

**S25011** Public Session – None present.

**S25012** Completion of the end of year review by Cllrs Moffat and Woodhams was **noted**.

Town Clerk L Bolland left the meeting for discussion of Agenda item 6.

**S25013** Recommendations to be made to full Council were **considered** as follows:

Cllr Moffat proposed, as a gesture of goodwill and in recognition of the Clerk's service, the Town Council authorises the Town Clerk, Lisa Bolland to take one paid day off for her birthday annually. If the birthday falls on a weekend, a scheduled day off, or a public holiday, the Clerk may take the next working/nearest reasonable day off instead, subject to prior approval by the line-manager/member of the Staffing Committee, and in accordance with operational requirements. This is to be considered integrated within the current contract as a discretionary clause and is compliant with HMRC rulings. It cannot be carried over to subsequent months or the next holiday year.

The proposal was **approved** and the Committee **agreed** to make recommendation to the full Council at the next Ordinary meeting.

**S25014** The next Staffing Committee meeting in the week commencing 6 July 2026 was **agreed**, the date and time to be confirmed dependent on availability.

The meeting concluded at 7.15pm