



**KIRKBYMOORSIDE TOWN COUNCIL**

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**Minutes of the Staffing Committee Meeting held on Monday 20<sup>th</sup> January 2020 at 10am at Church House, 7 High Market Place, Kirkbymoorside**

**Present:** Cllrs J Coughlan, C Dowie and N Holroyd.

**Also Present:** L Bolland Town Clerk

Cllr Holroyd welcomed all present.

**19001S** There were no apologies for absence.

**19002S DECLARATIONS OF INTEREST**

None.

**19003S MINUTES AND MATTERS ARISING**

The minutes of the Meeting held on 22<sup>nd</sup> March 2019 were **approved** and **signed**.

There were no matters arising.

Pursuant to Minute 18021S dated 22<sup>nd</sup> March 2019:

- a) A confidential document detailing the actions taken to date to address councillor conduct has been filed.
- b) The Code of Conduct, Complaints and Grievance Policy and other Town Council policies relating to employment have been referred to the SLCC with no revisions recommended.
- c) All councillors have been provided access to the Town Council policies and procedures to ensure a clear understanding of the roles and responsibilities of Councillors and the statutory expectations of the Clerk.
- d) The following additional policies have been adopted by the Town Council:
  - i. Commitment to Equality, Diversity and Inclusion
  - ii. Zero Tolerance

**19004S** There were no members of the public present.

**19005S** Cllrs Coughlan, Dowie and Holroyd were appointed appraisers for the annual appraisal to take place immediately after the meeting

**19006S** The next meeting of the Staffing Committee will be held on 27<sup>th</sup> January 2020 at 7pm.

The meeting closed at 10.15am

**Signed.....Chairman**

**Date.....**