



BOROUGHBRIDGE TOWN COUNCIL

1 HALL SQUARE, BOROUGHBRIDGE, NORTH YORKSHIRE, YO51 9AN

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Present: Cllr Sean Hynes (Chair), Cllr Pauline Phillips, Cllr Jamie Mc Neil, Cllr Zoe Metcalfe, Liz Leatherbarrow (Who also took the minutes).

MINUTES OF HR COMMITTEE MEETING – Thursday 6th November at 12.30pm.

12. To receive apologies for absence and record them in the minutes

All members present.

13. To receive and note any declaration of Interests in items on the Agenda

None declared.

14. To receive and consider the organisation and accompanying documents for the recruitment of a replacement Deputy Clerk, including job description, contract and advertising.

The members reviewed the documents for appointment of an assistant/Deputy Clerk. All were discussed and amendments agreed and added to the documents:

Job description (amended) document- **Resolved to accept**

Contract of Employment (amended) document- **Resolved to accept**

Social Media Advert (amended)- **Resolved to accept**

It was agreed the Clerk should advertise the vacancy on the town council website, on the town council Facebook page, in the window and noticeboard of 1 Hall Square, and on the YLCA website. Cllr McNeil also agreed to repost the advert on Boroughbridge Chatter on Facebook.

Final dates for interviews to be held (12.12.25) and a closing date for applications (6.12.25) were suggested and would be confirmed by Cllr Hynes and Cllr Phillips as soon as possible, to enable the recruitment process to begin from the week beginning 10th November.

15. To consider any financial requests/changes to budget request for 2026-7.

Salary cost increase will be needed for January, February and March 2026, when the vacancy is filled as contract hours will increase from 10 to 15 each week. This amount must be found in current 2025-6 budget. The 2026-7 budget must include higher amount for salaries in recognition of the new hours agreed for the role. The committee agreed the increase in hours and expense incurred will preclude any over time for the role. It was agreed the Town Clerk may have to incur over time to facilitate training of a new team member. It was resolved that the Finance and Assets Chair (Cllr Metcalfe) would ensure financial implications are included in the forthcoming Finance and Assets Meeting budget planning.

The meeting closed at 13:45.

Signed _____

Date _____

Chairman of HR Committee

