

**MINUTES OF AN EXTRA ORDINARY MEETING OF KNARESBOROUGH TOWN COUNCIL  
OFFICE SERVICES COMMITTEE HELD ON THURSDAY 21<sup>st</sup> JANUARY 2010 AT  
KNARESBOROUGH HOUSE, KNARESBOROUGH.**

**PRESENT** Councillor A Willoughby (**Chair**)

**Councillors:** B Archibald, J Burdett, M Clemmitt,

**Also in attendance:** Councillors J Batt, P Godsell, B Holbrook, L Powell, The Clerk  
and Office Assistant.

**Late Arrivals:** none

**Early departures:** none

**OSC 10/01 ITEM 1 – APOLOGIES**

Apologies were received from Councillors J Hawkins and K Hawkins.

Councillor J Walton wished her apologies to be noted despite not being a member of the Office Services Committee.

**OSC 10/02 ITEM 2 - DECLARATIONS OF INTEREST**

None

**OSC 10/03 ITEM 3 - PUBLIC SPEAKING SESSION**

None

**OSC 10/04 ITEM 4 – OFFICE WORKLOAD & SOLUTIONS  
(including the Servicing of Working Groups, Committees and Full Council meetings).**

The Chair noted that as there were no members of the press or public present that there was no need to officially go into confidential session. As the discussion involved sensitive staffing issues the minutes have been produced on pink paper.