Skipton Town Council

12th June 2026

Agenda

Meeting: Management & Staffing Committee
Members: All Members of the Management & Staffing Committee

Dear Councillors W Feather, A Higgins, P Madeley, B McDaid, K McIntrye, L Morgan, S Morton and C Nash
You are hereby summoned to attend a meeting of the Management and Staffing Committee:
Date: 2nd July 2026
Time: 18.00 pm
Venue: The Town Council Office, Armoury House, 45a Otley Street, Skipton, BD23 1EL

The Local Government (Electronic Communications) (England) Order 2015 Para 2, amended LGA 1972

Yours sincerely,

LClose

Mrs Louise Close
Clerk to the Council
louise@skiptontowncouncil.gov.uk
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Members of the public are entitled to attend this meeting, *by virtue of the Public Bodies (Administration to Meetings) Act 1960 s1,* as observers for those items taken in open session. Please contact the Town Council for further details if you would like to find out more.
This meeting is being held as an in-person meeting that will be recorded, Full Council meetings will also be videoed and live streamed. Recording is allowed at Council and Committee meetings please give due regard to the Councils procedure on the recordings of meetings. Please contact the Council for further information.
A copy of this agenda is available in larger print on request.
Members are reminded that in order to expedite business at the meeting and enable Officers to adapt their presentations to address areas causing difficulty, they are encouraged to contact Officers prior to the meeting with questions on technical issues in reports.

Skipton Town Council
2nd July 2026 at 6.00pm

Business

2627/001 **ITEM 1 – Chairmans Remarks**

2627/002 **ITEM 2 – Reasons for Absence**
To accept the reason(s) for the absence of any Members from the meeting.

2627/003 **ITEM 3 – Disclosures of Interest**
To receive any disclosable pecuniary interests from members on matters to be considered at the meeting. The disclosure should include the nature of the interest and be registered with the monitoring officer within 28 days. Members are to ensure that their Register of Interests form is kept up to date with the Monitoring Officer.

2627/004 **ITEM 4– Dispensations**
To decide upon any dispensation requests from members received by the Clerk in respect of this meeting.

2627/005 **ITEM 5 – Representations from the public**
Invitation for members of the public to address the meeting. Each member of the public is entitled to speak for 3 minutes.
Questions/observations from members of the public

2627/006 **ITEM 6 – Minutes of the previous meeting** Page 4-5
To approve the minutes of the Management & Staffing Committee held on 16th April 2026

2627/007 **ITEM 7 – The Exclusion of the press and public.**
The Committee and its sub-committees will be considering business of a confidential nature, and the press and public will therefore be excluded by resolution from meetings (Public Bodies Admissions to Meetings Act 1960, s1 [2])

2627/008 **ITEM 8 – Request from Chief Officer** Appendix 1
To receive and consider a request from the Chief Officer regarding their working pattern

2627/009 **ITEM 9 – Request from Estates Admin Assistant** Appendix 1
To receive and consider a request from the Estates Admin Assistant regarding their working pattern.

2627/010 **ITEM 10 – Events Administration**

To receive an update regarding Events Administration Position.

2627/011 **ITEM 11 – Estates Officer**

To resolve any actions required for the future recruitment of an Estates Officer

2627/012 **ITEM 11 - Notification of Business for a Future Agenda**

The Clerk should be given seven clear days' notice of items for the agenda of the next meeting, although the absolute statutory minimum notice period is three clear days.

Skipton Town Council
2nd July 2026 at 6.00pm

Thursday 16th April 2026 at 6.00 pm

Those Present.

Chairman: Councillor B McDaid (Chairman), Councillor K McIntyre, Councillor L Morgan, Councillor S Morton & Councillor P Madeley.

Officers: Mrs L Close (Chief Officer),

2526/052 ITEM 1 – Chairman's Remarks

Councillor B McDaid welcomed everyone to the meeting.

2526/053 ITEM 2 - To accept reasons for absence.

Councillor A Higgins, Councillor S Bentley & Councillor W Feather had prior engagements.

2526/053 ITEM 3 – Disclosures of Interest

None declared.

2526/054 ITEM 4 – Dispensations Requests

None received.

2526/055 ITEM 5 – Representations from the Public

There were no members of the public present.

2526/056 ITEM 6 – Minutes of the previous meeting

Proposed by Councillor L Morgon, seconded by Councillor P Madeley, and resolved in favour that the minutes of the Management and Staffing Committee meeting held on 12th February 2026 were a true and accurate record of that meeting.

2526/057 ITEM 7 – The Exclusion of the press and public

None present.

2526/058 ITEM 8 – General Staffing Update

A general update of staff was given with no issues presented.

The Chief Officer would also present a contingency plan in the event of a national fuel shortage.

2526/059 **ITEM 9 – Staff Appraisals**

The Chief Officer confirmed all staff appraisals had been completed. She also confirmed it had been several years since she had received an appraisal and would circulate dates to Brian and Winston as there were some matters, she wished to discuss.

2526/060 **ITEM 10 – Disciplinary process**

To confirm that the process had been completed and would continue to be monitored.

Resolved Occupational Health advice as required.

2526/061 **ITEM 11 – Notification of Business for a Future Agenda.**

None at the time of the meeting.

With no further business to be transacted, the meeting was closed at 18.25pm