14th August 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: 20th August 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
www.skiptontowncouncil.gov.uk

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
20th August 2026 at 6.00pm

Business

2627/013 **ITEM 1 – Chairmans Remarks**

2627/014 **ITEM 2 – Reasons for Absence**
To accept the reason(s) for the absence of any Members from the meeting.

2627/015 **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.

2627/016 **ITEM 4– Dispensations**
To decide upon any dispensation requests from members received by the Clerk in respect of this meeting.

2627/017 **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

2627/018 **ITEM 6 – Minutes of the previous meeting – Appendix 1**
To approve the minutes of the Management & Staffing Committee held on 16th April 2026

2627/019 **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])

2627/020 **ITEM 8 – Request from Chief Officer – Appendix 2**
To receive and approve the documentation to confirm the change to the Chief Officers working pattern as confirmed by HR

2627/021 **ITEM 9 – Administration**
To receive a recommendation from the Events and Market committee to recruit for an Administration Position.

Proposed by Cllr Morgan, seconded by Cllr Madeley and resolved to request that Management & Staffing make the arrangements for the employment of an Administration Officer for 15 hours to a week, the days worked to be decided by the Chief Officer.

2627/022 **ITEM 10 – Estates Officer**

To receive from the recruitment panel the confirmed successful candidate for the Estates officer position.

2627/023 **ITEM 11 – Staff Update – Appendix 3**

To receive from the Chief Officer an update of staff actions.

2627/024 **ITEM 12 - 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.