Minutes of the Management and Staffing Committee Meeting of Skipton Town Council held at the Council Offices, Otley Road, Skipton
Thursday 2nd July 2026 at 6.00 pm

Those Present.

Chairman: Councillor B McDaid (Chairman), Councillor W Feather, Councillor A Higgins, Councillor K McIntyre, Councillor L Morgan, Councillor S Morton, Councillor C Nash & Councillor P Madeley.

Officers: Mrs L Close (Chief Officer),

2627001 **ITEM 1 – Chairman's Remarks**
Councillor B McDaid welcomed everyone to the meeting.

2627/002 **ITEM 2 - To accept reasons for absence.**
Councillor S Morton, Councillor W Feather & Councillor A Higgins had prior engagements.

2627/003 **ITEM 3 – Disclosures of Interest**
None declared.

2627/004 **ITEM 4 – Dispensations Requests**
None received.

2627/005 **ITEM 5 – Representations from the Public**
There were no members of the public present.

2627/006 **ITEM 6 – Minutes of the previous meeting**
Proposed by Councillor P Madeley, seconded by Councillor K McIntyre, and resolved in favour that the minutes of the Management and Staffing Committee meeting held on 16th April 2026 were a true and accurate record of that meeting.

2627/007 **ITEM 7 – The Exclusion of the press and public**
None present.

2627/008 **ITEM 8 – Request from Chief Officer**
Proposed by Councillor L Morgan, seconded by Councillor P Madeley, resolved that the Chief Officer could take 1 day of unpaid leave per week when workload allowed, which would be clearly marked on the timesheet and, where possible, to ensure that the Deputy was in the office to cover. This would be reviewed in 12 months and confirmed by an external HR company in writing to the Council.

2627/009 **ITEM 9 – Request from Estates Admin Assistant**
Proposed by Councillor P Madeley, seconded by Councillor C Nash, and resolved in favour to agree to a flexible request of change of days of working from 5 to 3, but not to increase hours worked.

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

Proposed by Councillor P Madeley, seconded by Councillor L Morgan, and resolved in favour of the Market and Events Committee to review the requirements for staffing and to send back to the Management and Staffing Committee for any recruitment requirements.

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

Huge thanks were passed to our Estate Officer, who is moving to pastures new. Proposed by Councillor B McDaid, seconded by Councillor P Madeley, and resolved in favour of appointing a sub-committee of Councillors Higgins, McIntyre and Morgan to complete the recruitment process with the Chief Officer.

2627/012 **ITEM 12 – 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 18.28pm