

Date: 27th July 2022

To: All Members of the Management & Staffing Committee

Dear Councillors B McDaid, R Judge, K McIntyre, P Madeley, S Bentley, A Higgins, W Feather, L Morgan and C Harbron

You are summoned to the Management and Staffing Committee Meeting of Skipton Town Council which will be held in the **Council Chamber, Town Hall Skipton on Thursday 4th August 2022 18:30pm**

Yours sincerely,



Louise Close
Clerk to the Council

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www.skiptontowncouncil.gov.uk

Note: Members of the public and press are invited to attend the meeting as observers. Only Councillors are entitled to vote at the meetings. A list of Councillors is available on the Council's website

The meeting is open to the public by virtue of the Public Bodies (Administration to Meetings)

Act 1960 s1, and The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.

SKIPTON TOWN COUNCIL
4th August 2022 18:30pm

A copy of the agenda is available in larger print upon request.

A G E N D A

1. Apologies for Absence

2. 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.

3. Dispensations

To decide upon any dispensation requests from members received by the Clerk in respect of this meeting.

4. Vice Chair

To resolve to appoint the Vice Chair of the Management and Staffing Committee.

5. 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]).

6. Allotment and Administration Officer

To receive information of the position for Allotment and Administration officer and to agree the delegation to the Chief Officer to begin the recruitment process.

7. Event and Administration Officer

To receive information of the position for Event and Administration officer and to agree the delegation to the Chief Officer to begin the recruitment process.

8. To confirm and agree a timeline for recruitment with fixed interview dates and to form an Interview panel as per the terms of reference of this committee.

9. Management and staffing future planning

Any items for the agenda of review or areas for the Committee to look at.