



Skipton Town Council

11th April 2024

All Members of the Management & Staffing Committee

Dear Councillors B McDaid, W Feather, S Bentley, R Judge, A Higgins, P Madeley, S Morton and K McIntyre

You are hereby summoned to attend an ordinary meeting of the **Management & Staffing Committee** which will be held in the Council Chamber at Skipton Town Hall, High Street, Skipton, on Thursday 18th April 2024 at 5.30pm.

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

Yours sincerely,

Mrs Louise Close

Clerk to the Council

chiefofficer@skiptontowncouncil.gov.uk

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 exercises the General Power of Competence (Localism Act 2011)

A Copy of this agenda is available in larger print on request

2324/054 ITEM 1 – Chairmans Remarks

2324/055 ITEM 2 – Apologies for Absence

To accept the reason(s) for the absence of any Members from the meeting.

2324/056 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.

2324/057 ITEM 4 – Dispensations

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

2324/058 ITEM 5 – Representations from 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

2324/059 ITEM 6 – 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]).

2324/060 ITEM 7- Minutes

To resolve to accept the minutes of the meetings held on the 13th February 2024

2324/061 ITEM 8- General Staffing Update

To receive a general staffing update, including an update on staff timesheets and attendance.

Due to the amount of information on each timesheet these will be available to view on the screen at the meeting.

2324/062 ITEM 9- Update on the Events Team

To receive a verbal update of the Event team.

2324/063 ITEM 10 – Market Officer Recruitment

To confirm that the recruitment process is underway for the role of Market Officer

2324/064 ITEM 11 – Maternity and Paternity Policy

To approve the Maternity and Paternity Policy and recommend them to Full Council for adoption. Both Policies are NALC Model Policies.

2324/065 ITEM 12- Team Building Event

To consider plans for a team building event

2324/066 ITEM 13- 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.

Next Meeting to be confirmed following annual Council meeting in May.