Skipton Town Council

18th Nov 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: 26th Nov 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
26th Nov 2026 at 6.00pm

Business

2627/035 **ITEM 1 – Chairmans Remarks**

2627/036 **ITEM 2 – Reasons for Absence**
To accept the reason(s) for the absence of any Members from the meeting.

2627/037 **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.

2627/038 **ITEM 4– Dispensations**
To decide upon any dispensation requests from members received by the Clerk in respect of this meeting.

2627/039 **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

2627/040 **ITEM 6 – Minutes of the previous meeting** Page 4
To approve the minutes of the Management & Staffing Committee held on 15th Oct 2026

2627/041 **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])

2627/042 **ITEM 8 – Annual Leave Policy Appendix 1**
To resolve to adopt the amendment to the Annual Leave Policy, to include a section for casual staff.

2627/043 **ITEM 9 – Recruitment for Event staff**
To discuss the staffing requirements for Events team.

2627/044 **ITEM 10 – Redeployment of Market officer hours**

To receive a proposal from the Market Officer for the change of hours on a Monday during January and February.

2627/045 **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.

Minutes of the Management and Staffing Committee Meeting of Skipton Town Council held at the Council Offices, Otley Road, Skipton Thursday 15th October 2026 at 6.00 pm

Those Present.

Chairman: Councillor B McDaid (Chairman),

Councillor S Morton (Vice Chairman), Councillor A Higgins, Councillor K McIntyre, Councillor L Morgan, Councillor C Nash & Councillor P Madeley.

Officers: Mrs L Close (Chief Officer).

2627/025 **ITEM 1 – Chairman's Remarks**

Councillor B McDaid welcomed everyone to the meeting.

2627/026 **ITEM 2 - To accept reasons for absence.**

Councillor W Feather was absent.

2627/027 **ITEM 3 – Disclosures of Interest**

None declared.

2627/028 **ITEM 4 – Dispensations Requests**

None received.

2627/029 **ITEM 5 – Representations from the Public**

There were no members of the public present.

2627/030 **ITEM 6 – Minutes of the previous meeting**

Proposed by Councillor S Morton, seconded by Councillor P Madeley, and resolved in favour that the minutes of the Management and Staffing Committee meeting held on 20th August 2026 were a true and accurate record of that meeting.

2627/031 **ITEM 7 – The Exclusion of the press and public**

None present.

2627/032 **ITEM 8 – Staff Performance**

An update was given on general staffing matters and performance update.

2627/033 **ITEM 9 – Market Officer Recruitment**

It was confirmed that a previous Market Officer was covering some shifts and the market was being managed between staff.

2627/034 **ITEM 10 – 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 18.21pm