



Skipton Town Council

8th October 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: 15th October 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,

Mrs Louise Close

Clerk to the Council

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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.

Business

2627/025 ITEM 1 – Chairmans Remarks

2627/026 ITEM 2 – Reasons for Absence

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

2627/027 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.

2627/028 ITEM 4– Dispensations

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

2627/029 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

2627/030 ITEM 6 – Minutes of the previous meeting [Pages 4-5](#)

To approve the minutes of the Management & Staffing Committee held on 20th Aug 2026

2627/031 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])

2627/032 ITEM 8 – Staff Performance

Update from the sub committee on staff performance, and resolve any actions required following that update.

2627/033 ITEM 9 – Market Officer Recruitment

To receive an update on the Market Officer vacancy.

2627/035 ITEM 10 - 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 20th August 2026 at 6.00 pm**

Those Present.

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).

2627013 ITEM 1 – Chairman's Remarks

Councillor S Morton would chair the meeting in the absence of Councillor B McDaid and welcomed everyone to the meeting.

2627/014 ITEM 2 - To accept reasons for absence.

Councillor B McDaid & Councillor W Feather had prior engagements.

2627/015 ITEM 3 – Disclosures of Interest

None declared.

2627/016 ITEM 4 – Dispensations Requests

None received.

2627/017 ITEM 5 – Representations from the Public

There were no members of the public present.

2627/018 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 2nd July 2026 were a true and accurate record of that meeting.

2627/019 ITEM 7 – The Exclusion of the press and public

None present.

2627/020 ITEM 8 – Request from Chief Officer

Proposed by Councillor P Madeley, seconded by Councillor L Morgan and resolved in favour of issuing the presented letter, checked by HR consultant through the YLCA, to the Chief Officer to confirm the change in her working pattern.

2627/021 ITEM 9 – Administration

Proposed by Councillor P Madeley, resolved by Councillor K McIntyre and resolved in favour to accept the recommendation from the Market and Events Committee and to recruit the position of Administrator for Monday and Tuesdays 9am – 4.30pm and to assign delegated authority to the Chief Officer to complete this process.

2627/022 ITEM 10 – Estates Officer

To receive the final recommendation of the successful candidate for the Estates Officer position.

2627/023 ITEM 11 – Staff Update

The Chief Officer gave an update on staff.

Skipton Town Council
15th October 2026 at 6.00pm

Two resolutions were made following discussions of a request to work elsewhere from a member of staff and concerns raised by Councillors with reference to the organisation of recent events.

A member of staff had sought permission to work elsewhere whilst taking annual leave. Members considered the requirements of the Council during the Christmas and quieter periods and resolved that staff should keep enough entitlement to enable the office to close during Christmas.

Proposed by Councillor P Madeley, seconded by Councillor L Morgan and resolved in favour that permission to work elsewhere would be granted, but this would be unpaid authorised leave.

Proposed by Councillor K McIntyre, seconded by Councillor C Nash and resolved in favour to refer concerns of performance back to the sub-committee of Councillors Feather, Madeley and McDaid for further investigations and discussions. (Councillor Madeley did not vote on this item).

2627/024 **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 18.20pm