



Skipton Town Council

5th February 2026

Agenda

Meeting: Management & Staffing Committee

Members: All Members of the Management & Staffing Committee

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

You are hereby summoned to attend an extra ordinary meeting of the
Management and Staffing Committee:

Date: 12th February 2025

Time: 17.30pm

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

2526/041 **ITEM 1 – Chairmans Remarks**

2526/042 **ITEM 2 – Reasons for Absence**

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

2526/043 **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.

2526/044 **ITEM 4– Dispensations**

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

2526/045 **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

2526/046 **ITEM 6 – Minutes of the previous meeting** [Pages 4-6](#)

To approve the minutes of the Management & Staffing Committee held on 16th October 2025 and 13th January 2026.

2526/048 **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])

2526/049 **ITEM 8 – General Staffing Update**

To receive and note a verbal update on general staffing matters including the mental welfare of staff.

2526/050 **ITEM 9 – Disciplinary Process**

To receive a report from the investigating Councillor and resolve next steps of the process.

2526/051 **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 16th October 2025 at 6.00 pm

Those Present.

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

Officers: Mrs L Close (Chief Officer),

2526/030 **ITEM 1 – Chairman's Remarks**

The Chairman welcomed everybody to the meeting.

2526/031 **ITEM 2 - To accept reasons for absence.**

Councillor A Higgins was absent.

2526/032 **ITEM 3 – Disclosures of Interest**

None declared.

2526/033 **ITEM 4 – Dispensations Requests**

None received.

2526/034 **ITEM 5 – Representations from the Public**

There were no members of the public present.

2526/035 **ITEM 6 – Minutes**

Proposed by Councillor P Madeley, seconded by Councillor W Feather, and unanimously **resolved** that the minutes from the meeting held on 14th August 2025 were a true and accurate record.

2526/036 **ITEM 7 – The Exclusion of the press and public**

None present

2526/037 **ITEM 8 – General Staffing Update**

The Chief Officer gave an update on all staffing matters and the welfare of staff. She thanked the staff for all pulling together recently and giving support for the organisation of events.

2526/038 **ITEM 9 – Staff Conduct**

It was received and noted by members that a complaint had been received regarding staff conduct, and in line with the disciplinary procedure, the Chief Officer had dealt with it accordingly.

2526/039 **ITEM 10 – Curry and Quiz night**

The Chief Officer will organise an open office evening for Members and staff to join for a Christmas drink and nibbles, rather than try to organise a Curry and quiz night.

2526/040 **ITEM 14 – 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 6.14 pm

The next meeting is to be held on Thursday, 11th December 2025 at 6.00 pm

Minutes of the Extra Management and Staffing Committee Meeting of Skipton Town Council held at the Council Offices, Otley Road, Skipton
Tuesday 13th January 2026 at 6.00 pm

Those Present.

Chairman: Councillor B McDaid (Chairman), Councillor K McIntyre, Councillor L Morgan, Councillor W Feather, Councillor S Morton & Councillor P Madeley.
Officers: Mrs L Close (Chief Officer),

2526/041 ITEM 1 – Chairman's Remarks

The Chairman welcomed everybody to the extra meeting and thanked members for attending.

2526/042 ITEM 2 - To accept reasons for absence.

Councillor A Higgins and Councillor S Bentley were absent.

2526/043 ITEM 3 – Disclosures of Interest

None declared.

2526/044 ITEM 4 – Dispensations Requests

None received.

2526/045 ITEM 5 – Representations from the Public

There were no members of the public present.

2526/046 ITEM 6 – The Exclusion of the press and public

None present

2526/047 ITEM 7 – A member of the Staff's performance and conduct

A Review of performance and conduct was reported.

Proposed by Councillor B McDaid, seconded by Councillor L Morgan, and resolved in favour to appoint a Councillor to complete an investigation with terms of reference agreed into recent conduct.

If the selected Councillor cannot complete this, then the Chief Officer was given delegated authority to appoint a person outside of the Council.

Members advised that they did not want a recommendation from the Investigator despite this being stated in the Disciplinary policy.

2526/048 ITEM 8 – 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 18.45 pm

The next meeting date is to be advised.