



# Skipton Town Council

6<sup>th</sup> February 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 extra ordinary meeting of the **Management & Staffing Committee** which will be held in the Council Chamber at Skipton Town Hall, High Street, Skipton, on Tuesday 13<sup>th</sup> February 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

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[www.skiptontowncouncil.gov.uk](http://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**

**2324/043 ITEM 1 – Chairmans Remarks**

**2324/044 ITEM 2 – Apologies for Absence**

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

**2324/045 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.

**2324/046 ITEM 4 – Dispensations**

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

**2324/047 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

**2324/048 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]).

**2324/049 ITEM 7- Minutes**

To resolve to accept the minutes of the meetings held on the

**2324/050 ITEM 9- General Staffing Update**

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

To confirm staff appraisals have been completed.

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

**2324/051 ITEM 10- Update on the Events Team**

To receive a verbal update of the Event team.

**2324/052 ITEM 11 – Update of Staff accommodation and Staff Welfare**

To receive a verbal update of the office situation and the welfare of the staff.

**2324/053 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.

Next Meeting 18<sup>th</sup> April 2024