



# Skipton Town Council

9<sup>th</sup> October 2025

## 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 ordinary meeting of the Management  
and Staffing Committee:

**Date:** 16<sup>th</sup> October 2025

**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](http://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**

**2526/030    ITEM 1 – Chairmans Remarks**

**2526/031    ITEM 2 – Reasons for Absence**

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

**2526/032    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.

**2526/033    ITEM 4– Dispensations**

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

**2526/034    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

**2526/035    ITEM 6 – Minutes of the previous meeting [Page 4-5](#)**

To approve the minutes of the Management & Staffing Committee held on 14<sup>th</sup> August 2025.

**2526/036    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])

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

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

**2526/038    ITEM 9- Staff Conduct**

To receive and note a verbal update on a complaint received regarding staff, including in line with the disciplinary procedure, the Chief Officers response.

**2526/039    ITEM 10 Curry and Quiz Night**

To receive an update on the curry and quiz night

**2526/040    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 14th August 2025 at 6.00 pm**

Those Present.

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

Officers: Mrs L Close (Chief Officer),

2526/016 ITEM 1 – Chairman's Remarks

The Chairman welcomed everybody to the meeting.

2526/017 ITEM 2 - To accept reasons for absence.

Councillor P Madeley, Councillor S Bentley & Councillor A Higgins, who all had a prior commitment. Unanimously accepted.

2526/018 ITEM 3 – Disclosures of Interest

None declared.

2526/019 ITEM 4 – Dispensations Requests

None received.

2526/020 ITEM 5 – Representations from the Public

There were no members of the public present.

2526/021 ITEM 6 – Minutes

Proposed by Councillor L Morgan, seconded by Councillor W Feather, and unanimously resolved that the minutes from the meeting held on 20th June 2025 were a true and accurate record.

2526/022 ITEM 7 – The Exclusion of the press and public

None present

2526/023 ITEM 8 – Employment Law Update

Proposed by Councillor L Morgan, seconded by Councillor W Feather, and unanimously resolved to adopt the Anti-bullying and Harassment policy.

The briefing for the incoming Employment Rights Act 2025 was received and noted. Councillor McDaid would assist the Chief Officer with completing a risk assessment to ascertain what changes this would bring for the Council.

2526/024 ITEM 9 – General Staffing Update.

The Chief Officer gave a general staffing update. She raised concerns about morale for the Market staff following the last meeting. All concerns raised at that meeting will be answered in the form of a report at the next meeting.

The Chief Officer confirmed she would complete an update via email to Councillors once a month to keep everyone updated.

2526/025 ITEM 10- Staff Performance

The Chief Officer gave an update on staff performance. External working and the pressure this may bring was discussed.

2526/026 ITEM 11 – Staff Attendance

Staff attendance was received and discussed.

2526/027 ITEM 12 – Curry and Quiz night

The Chief Officer confirmed that she would look at options and circulate a date.

2526/028 ITEM 13 – Councillor Training

It was agreed that the 14th October at 6.00pm would be the agreed date for Councillor HR training.

2526/029 ITEM 14 – Notification of Business for a Future Agenda.

Update of quiz and curry night with a date to be circulated.

Meetings to be at 6.00 pm unless the business to be transacted dictates otherwise.

With no further business to be transacted, the meeting was closed at 6.24 pm

The next meeting is to be held on Thursday, 16th October at 6.00 pm