



# Skipton Town Council

**Thursday 10th August 2023**

**All Members of the Management & Staffing Committee**

Dear Councillors B McDaid, W Feather, S Bentley, R Judge, A Higgins, S Morton and K McIntyre

You are hereby summoned to attend an ordinary meeting of the **Management & Staffing Committee** which will be held in the Council Chamber at Skipton Town Hall, High Street, Skipton, on Thursday 17<sup>th</sup> August 2023 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

[louise@skiptontowncouncil.gov.uk](mailto:louise@skiptontowncouncil.gov.uk)

[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**

**2324/011    ITEM 1 – Chairmans Remarks**

**2324/012    ITEM 2 – Apologies for Absence**

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

**2324/013    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.

**2324/014    ITEM 4 – Dispensations**

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

**2324/015    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

**2324/016    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]).

**2324/017    ITEM 7 – Minutes**

To resolve to approve the minutes of the Management and Staffing Committee held on the 15<sup>th</sup> June 2023.

**2324/018    ITEM 8 – General Staffing update**

To receive a general staffing update

**2324/019    ITEM 9 – Events Supervisor**

To approve the Job Description and Person Specification for the position of Events Supervisor as recommended by the Market & Events Committee, and to resolve to agree to commence the recruitment process.

**2324/020    ITEM 10- Staff Appraisals**

To note that staff have has appraisals completed in July.

**2324/021    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 19<sup>th</sup> October 2023