



**Minutes of the Management and Staffing Committee Meeting of Skipton Town Council
held in the Town Hall meeting room on Thursday 17th August 2023 at 5.30pm**

Those Present.

Chairman: Councillor P Madeley (Acting Chair)
Councillor A Higgins, Councillor L Morgan, Councillor S Bentley & Councillor W Feather

Officers: Mrs L Close (Chief Officer) & Mrs H Marshall (Finance Manager)

2324/010 ITEM 1 – Chairman Remarks

Councillor W Feather proposed Councillor Madeley to Chair the meeting, this was seconded by Councillor S Bentley and ***unanimously resolved***.

2324/011 ITEM 2 - To accept apologies for absence.

Councillor K McIntyre, Councillor B McDaid & Councillor S Morton sent apologies as they had prior commitments - Accepted.
Councillor R Judge was absent with no reasons submitted.

2324/012 ITEM 3 – Disclosures of Interest

None declared.

2324/013 ITEM 4 – Dispensations Requests

None received.

2324/014 ITEM 5 – Representations from the Public

No public were present.

2324/015 ITEM 6 – The Exclusion of the press and public

RESOLVED to exclude press and public from the meeting due to the confidential nature of the business to be transacted.

2324/016 ITEM 7 – Minutes

Proposed by Councillor S Bentley, seconded by Councillor A Higgins and unanimously **resolved** that the minutes held on 15th June 2023 were a true and accurate record.

2324/017 ITEM 8 – General Staffing update

A general update was given regarding staff. The use of mobile phone for officers was discussed and the Chief Officer confirmed the use of the events mobile phone for out of hours service. An emergency number was discussed by Councillor Madeley and the Chief officer advised that we would need to think about the cover for a mobile 24 hours a day 7 days a week. This was not supported by other members, and it was advised that they did not believe an emergency number should be provided for the Town Council.

2324/018 ITEM 9 – Events Vacancy

It was confirmed that the role had been discussed and approved at the recent Events and Market Committee meeting and the recruitment process should

now be instigated, proposed by Councillor A Higgins, and seconded by Councillor Madeley. ***Unanimously resolved.***
Councillor Madeley also discussed the recruitment of a project manager, but this was not supported and was withdrawn.

With no further business to be transacted the meeting was closed at 18.04pm.

The next Committee meeting would be held on 19th October 2023.