



Minutes of the Management and Staffing Committee Meeting of Skipton Town Council
held at the Council Offices, Otley Road, Skipton
Thursday 19th June 2025 at 5.30 pm

Those Present.

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

Officers: Mrs L Close (Chief Officer), Mrs J Dean (Deputy Clerk)

2526/001 ITEM 1 – Chairman Remarks

The Chairman welcomed everybody to the meeting.

2526/002 ITEM 2 - To accept reasons for absence.

Councillor S Morton, who had a prior commitment. Unanimously accepted.

2526/003 ITEM 3 – Disclosures of Interest

None declared.

2526/004 ITEM 4 – Dispensations Requests

None received.

2526/005 ITEM 5 – Representations from the Public

No public was present.

2526/006 ITEM 6 – Minutes

Proposed by Councillor P Madeley, seconded by Councillor K McIntyre, and unanimously **resolved** that the minutes held from the meeting held on 24th April 2025 were a true and accurate record.

Councillor McDaid asked for an update on the team-building event. The Chief Officer advised that this had not been progressed yet.

2526/007 ITEM 7 – The Exclusion of the press and public

Proposed by Councillor P Madeley, seconded by Councillor L Morgan, and unanimously resolved due to the confidential nature of the business to be transacted, the press and public would be excluded from the meeting.

2526/008 ITEM 8 – Harassment from a previous Employee

Proposed by Councillor P Madeley, seconded by Councillor W Feather, and resolved in favour to issue a Solicitor's letter.

2526/009 ITEM 9 – Employment Law Update

Employment law update was received and noted. Policies and procedures will be prepared and adopted at the next meeting.

2526/010 ITEM 10 – Complaint - Allegations of Racial discrimination.

The complaint was discussed and closed without requiring any further action.

- 2526/011 ITEM 11 – Chief Officer matters raised**
A report was circulated, received, and noted from the Chief Officer, who raised issues of employment protection, welfare, and rights.
- 2526/012 ITEM 12 - Staff performance**
The Chief Officer confirmed that good progress was being made in relation to a performance review.
- 2526/013 ITEM 13 – Councillor Training**
Members agreed to the HR training, and the Chief Officer would organise this.
- 2526/014 ITEM 14 – General Staffing Update**
The Chief Officer confirmed all staff were well and were focusing on delivering Sheep Day. Councillor McDaid and Councillor Feather would complete the Chief Officer's appraisal.
- 2526/015 ITEM 15 – Notification of Business for a Future Agenda.**
Update of quiz and curry night with a date to be confirmed.

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

The next meeting is to be held on Thursday, 14th August 2025 at 6.00 pm