



Skipton Town Council

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