



Skipton Town Council

Minutes of the Management and Staffing Committee Meeting of Skipton Town Council
held at the Council Offices, Otley Road, Skipton
Thursday 16th October 2025 at 6.00 pm

Those Present.

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

Officers: Mrs L Close (Chief Officer),

2526/030 ITEM 1 – Chairman's Remarks

The Chairman welcomed everybody to the meeting.

2526/031 ITEM 2 - To accept reasons for absence.

Councillor A Higgins was absent.

2526/032 ITEM 3 – Disclosures of Interest

None declared.

2526/033 ITEM 4 – Dispensations Requests

None received.

2526/034 ITEM 5 – Representations from the Public

There were no members of the public present.

2526/035 ITEM 6 – Minutes

Proposed by Councillor P Madeley, seconded by Councillor W Feather, and unanimously **resolved** that the minutes from the meeting held on 14th August 2025 were a true and accurate record.

2526/036 ITEM 7 – The Exclusion of the press and public

None present

2526/037 ITEM 8 – General Staffing Update

The Chief Officer gave an update on all staffing matters and the welfare of staff. She thanked the staff for all pulling together recently and giving support for the organisation of events.

2526/038 ITEM 9 – Staff Conduct

It was received and noted by members that a complaint had been received regarding staff conduct, and in line with the disciplinary procedure, the Chief Officer had dealt with it accordingly.

2526/039 ITEM 10 – Curry and Quiz night

The Chief Officer will organise an open office evening for Members and staff to join for a Christmas drink and nibbles, rather than try to organise a Curry and quiz night.

2526/040 ITEM 14 – Notification of Business for a Future Agenda.
None at the time of the meeting.

With no further business to be transacted, the meeting was closed at 6.14 pm

The next meeting is to be held on Thursday, 11th December 2025 at 6.00 pm