Minutes of the Management and Staffing Committee Meeting of Skipton Town Council held at the Council Offices, Otley Road, Skipton
Thursday 20th August 2026 at 6.00 pm

Those Present.

Chairman: Councillor S Morton (Vice Chairman), Councillor A Higgins, Councillor K McIntyre, Councillor L Morgan, Councillor C Nash & Councillor P Madeley.

Officers: Mrs L Close (Chief Officer).

2627013 **ITEM 1 – Chairman's Remarks**
Councillor S Morton would chair the meeting in the absence of Councillor B McDaid and welcomed everyone to the meeting.

2627/014 **ITEM 2 - To accept reasons for absence.**
Councillor B McDaid & Councillor W Feather had prior engagements.

2627/015 **ITEM 3 – Disclosures of Interest**
None declared.

2627/016 **ITEM 4 – Dispensations Requests**
None received.

2627/017 **ITEM 5 – Representations from the Public**
There were no members of the public present.

2627/018 **ITEM 6 – Minutes of the previous meeting**
Proposed by Councillor P Madeley, seconded by Councillor K McIntyre, and resolved in favour that the minutes of the Management and Staffing Committee meeting held on 2nd July 2026 were a true and accurate record of that meeting.

2627/019 **ITEM 7 – The Exclusion of the press and public**
None present.

2627/020 **ITEM 8 – Request from Chief Officer**
Proposed by Councillor P Madeley, seconded by Councillor L Morgan and resolved in favour of issuing the presented letter, checked by HR consultant through the YLCA, to the Chief Officer to confirm the change in her working pattern.

2627/021 **ITEM 9 – Administration**
Proposed by Councillor P Madeley, resolved by Councillor K McIntyre and resolved in favour to accept the recommendation from the Market and Events Committee and to recruit the position of Administrator for Monday and Tuesdays 9am – 4.30pm and to assign delegated authority to the Chief Officer to complete this process.

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2627/022 **ITEM 10 – Estates Officer**

To receive the final recommendation of the successful candidate for the Estates Officer position.

2627/023 **ITEM 11 – Staff Update**

The Chief Officer gave an update on staff.
Two resolutions were made following discussions of a request to work elsewhere from a member of staff and concerns raised by Councillors with reference to the organisation of recent events.

A member of staff had sought permission to work elsewhere whilst taking annual leave. Members considered the requirements of the Council during the Christmas and quieter periods and resolved that staff should keep enough entitlement to enable the office to close during Christmas.
Proposed by Councillor P Madeley, seconded by Councillor L Morgan and resolved in favour that permission to work elsewhere would be granted, but this would be unpaid authorised leave.

Proposed by Councillor K McIntyre, seconded by Councillor C Nash and resolved in favour to refer concerns of performance back to the sub-committee of Councillors Feather, Madeley and McDaid for further investigations and discussions. (Councillor Madeley did not vote on this item).

2627/024 **ITEM 12 – 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 18.20pm