



Skipton Town Council

**EMERGENCY COMMITTEE
ZOOM MEETING
Monday 5th October 2020
1:00 P.M.**

Minutes

Present: Councillors Peter Madeley (Chairman), Tony Barratt, John Dawson, Robert Heseltine and Karen McIntyre

In attendance: Jenny Dean (Acting Admin Manager - Minutes), Louise Close (Clerk Ilkley Town Council)

1. Apologies

Robert Foulke gave his apologies

2. Declarations of Interest

None

3. To note the minutes of the previous meeting on 30th September 2020
The Minutes from the meeting held on the 30th September were APPROVED.

4. Matters arising from the minutes of the last meeting

None

5. **Appointment of Temporary Clerk**

Louise Close joined the meeting to discuss the potential of temporarily filling the Chief Officers Post. Louise had provided her CV in advance. A discussion followed with Louise regarding her experience, suitability for the temporary role and how it would work alongside her existing commitments. It was AGREED that the position may be for approximately 3 months to allow time for the recruitment of the permanent post. Louise left the meeting.

Members AGREED to offer Louise the temporary position, 2 days a week for 3 months. Members AGREED that Jenny Dean should contact Louise to arrange a date to start.

Members AGREED that the HR Advisor Sarah Seastron should be contacted regarding a contract and advice on pay scales.

6. **Update on Staffing Matters- Settlement Agreement CONFIDENTIAL**

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7. **Full Council 15th October**

Members AGREED that due to current COVID 19 restrictions and guidance that the Full Council Meeting should be held remotely.

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Cllr Dawson made Members aware of recent complaints that have been received about the £20 charge for water being added to the Allotment Rent this year, as agreed by the Public Services Allotment Working Group in February. Members AGREED that Tenants should be refunded this cost. Cllr Dawson will discuss with staff this week.

Meeting Ended.

Next Meeting Date TBC.