Skipton Town Council

PUBLIC SERVICES COMMITTEE
Terms of Reference
Adopted at Full Council Date: 11th June 2026

1. Introduction

1.1. Under the Local Government Act (s101) and the Council's Scheme of Delegation, Skipton Town Council delegates its functions relating to all public services issues, to this Committee.

1.2. The purpose of this Committee is to: To consider and take decisions on any matters concerning the Town Council's green spaces, amenity land and recreation areas and overall provision of such areas within the Town. And to consider and take decisions on any matters concerning the Closed Burial Ground at Raikes Road and Church Yards at Holy Trinity and Christchurch

1.3. The Public Services Committee has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference. Any recommendations outside the Public Services Committee's terms of reference shall be made to the Full Council

1.4. The Public Services Committee shall be administered and managed in accordance with these Terms of Reference and the Council's Standing Orders.

2. Membership

2.1. The Public Services Committee shall consist of nine Town Councillors to be elected annually at the Annual Meeting of the Town Council.

2.2. Four members of the Committee shall constitute a quorum.

2.3. In the event of the resignation, death or disqualification of a Councillor during the year any vacancy on the Public Services Committee will be filled at the next meeting of the Full Council.

2.4. Substitutions are not permitted in the event of a Member's absence from a meeting of the Public Services Committee.

3. Scope

3.1. To approve and monitor expenditure against budget to ensure spending during the course of the year remains on target

3.2. To administer, manage and maintain properties and buildings in the ownership or control of the Town Council

3.3. The Public Services Committee shall be responsible for the proper management of the recreation and amenity facilities provided by Skipton Town Council, including any buildings, plant and equipment associated therewith.

3.4. The Public Services Committee's remit shall extend to:
Provision and maintenance of all the children's equipped play and adult's equipped exercise areas belonging to, or under the control of, Skipton Town Council.

Provision and maintenance of open spaces, gardens and amenity areas belonging to, or under the control of, Skipton Town Council, including the provision, care and maintenance of the Allotments at Broughton Road, Burnside Chapel and Middletown, Church Yards at Holy Trinity and Christchurch, Raikes Road Burial Ground

Administration, management and maintenance of properties and buildings belonging to, or under the control of, Skipton Town Council.

Provision and maintenance of equipment and other assets.

3.5. The Public Services Committee may undertake any other related functions by working with other agencies on matters of mutual interest such as highways and footpaths, street scene furniture, trees, and vegetation.

3.6. The Public Services Committee shall manage all the services of this Committee in accordance with the Council's health and safety policy.

3.7. The Public Services Committee shall consider and implement, as directed by Full Council, proposals for the acquisition, promotion, management and development of recreation and amenity facilities.

3.8. The Public Services Committee shall have the delegated power to incur expenditure within the limits previously approved by the Council for the management of any facilities or activities which fall within this Committee's terms of reference.

3.9. The Public Services Committee reserves the right to refer any decision back to Full Council for consideration as and when necessary and to make recommendations for consideration and approval.

3.10. To propose, budget and obtain quotes for revenue/capital expenditure subject to the Financial Regulations.

3.11. To set rents and fees for persons or groups using the facilities of the Town Council and to make recommendations to the Full Council.

3.12. To oversee all aspects of the management of the Council's Estate

3.13. To approve and oversee any contracts for the provision of work on the Council's Estate

3.14. To manage and maintain the provision of Public Toilet at Coach Street and in so doing recommend and manage the cleaning and maintenance contract for the toilets.

3.15. To oversee the letting of the Council's allotment plots and other ancillary land

3.16. To liaise with any approved allotment tenant association(s)

3.17. To encourage the establishment of Community Groups to assist with fundraising for and the maintenance and refurbishment of community land and other projects and to provide support to any such group.

3.18. To consider any other matters relating to the Council's Estate as appropriate or as directed by the Full Council.

3.19. To oversee all matters relating to Health and Safety

The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work. Clear guidelines to be agreed, and timescales for objectives to be set and membership to be agreed by this committee or a Full Council Meeting.

Sustainability Goals

To ensure that the Sustainability goals adopted by Skipton Town Council are actively promoted and adhered to through this Committee.

- Promote sustained, inclusive, and sustainable economic growth, full and productive employment, and decent work for all.
- Ensure sustainable consumption and production patterns.
- Take urgent action to combat climate change and its impacts.
- Protect, restore, and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss.

Signed Chairman Signed Clerk

Date