Skipton Town Council

29th July 2026

All Members of the Policy Committee

Dear Councillors R Heseltine, C Nash, S Morton, C Harbron, P Madeley, W Feather, B McDaid & M Pickard

You are hereby summoned to attend an extra ordinary meeting of the **Policy Committee**

Date: 6th August 2026

Time: 6:30 pm

Venue: Town Council Office, 45a Otley Street, BD23 1EL

The Local Government (Electronic Communications) (England) Order 2015 Para 2, amended LGA 1972

Yours sincerely,

Robert G Heseltine.

Cllr Robert Heseltine

Chairman of the Policy Committee

admin@skiptontowncouncil.gov.uk

www.skiptontowncouncil.gov.uk

Members of the public are entitled to attend this meeting, by virtue of the Public Bodies (Administration to Meetings) Act 1960 s1, as observers for those items taken in open session. Please contact the Town Council for further details if you would like to find out more.

This meeting is being held as an in-person meeting that will be recorded, Full Council meetings will also be videoed and live streamed. Recording is allowed at Council and Committee meetings please give due regard to the Councils procedure on the recordings of meetings. Please contact the Council for further information.

A copy of this agenda is available in larger print on request.

Members are reminded that in order to expedite business at the meeting and enable Officers to adapt their presentations to address areas causing difficulty, they are encouraged to contact Officers prior to the meeting with questions on technical issues in reports.

Skipton Town Council
6th August 2026 at 6.30pm
Business

2627/007 **ITEM 1 – Welcome and Chairmans remarks**

2627/008 **ITEM 2 – Apologies for Absence**

To accept the reason(s) for the absence of any Members from the meeting.

2627/009 **ITEM 3 – Disclosures of Interest**

To receive any disclosable pecuniary interests from members on matters to be considered at the meeting. The disclosure should include the nature of the interest and be registered with the monitoring officer within 28 days. Members are to ensure that their Register of Interests form is kept up to date with the Monitoring Officer.

2627/010 **ITEM 4 – Dispensations**

To decide upon any dispensation requests from members received by the Clerk in respect of this meeting.

2627/011 **ITEM 5 – Representations from public**

Invitation for members of the public to address the meeting. Each member of the public is entitled to speak for 3 minutes.

Questions / observations from members of the public

2627/012 **ITEM 6- Strategic Plan** Appendix 1

To review the Council Strategic Plan 2024-2028

The Council - Skipton Town Council

2627/013 **ITEM 7- Council Policies** Page 4-6

To review the list of Council polices adopted at the Annual Meeting on the 14th May 2026, identify any gaps or requirements for amendments and additions.

To form a working group of 4 committee members, to include the Chairman and Vice Chairman, to review the policies, procedures and Standing Orders in detail and make recommendations to the committee.

2627/014 **ITEM 8 – Local Statistics** Appendix 2

To note the below links for NYC Ward Statistics. Hard copies will be available.

Nomis - 2021 Census Area Profile - Skipton West & West Craven Ward (as of 2022), Craven Local Authority and England Country

Nomis - 2021 Census Area Profile - Skipton North & Embsay-with-Eastby Ward (as of 2022), Craven Local Authority and England Country

Nomis - 2021 Census Area Profile - Skipton East & South Ward (as of 2022), Craven Local Authority and England Country

2627/015 **ITEM 9 – The Council Chamber and facilities**

To discuss the Council Chamber at the Town Hall, and associated facilities.

2627/016 **ITEM 10 - Notification of Business for a Future Agenda**

The Clerk should be given seven clear days' notice of items for the agenda of the next meeting although the absolute statutory minimum notice period is three clear days.

Next meeting of the Policy Committee 24th September 2026

Policies and Procedures

This is a full list of the Policies adopted by Skipton Town Council. Reviewed May 2026

Standing Orders
Financial Regulations
Committee Terms of Reference
Code of Conduct
Civility and Respect Councillor/Officer Protocol
The Complaints Policy
Social Media/Media Policy
Risk Management Document and Policy-
Scheme of Delegation
Annual Accounts & Governance Public Inspection Policy
Treasury Policy
Data Protection and Privacy Policies
The Data Protection Policy and Privacy Notice
Publication Scheme
Freedom of Information Policy
Information Systems Policy
Records Management Policy
Security Incident Policy
Employment Policies
Lone Working Policy
Recruitment Policy
Induction Policy
Performance Improvement Policy

Disciplinary Policy
The Grievance Policy
Remote Working Policy
Flexible Working Policy
Work Experience Policy
Volunteer Policy
Training and Development Policy
Emergency Dependants Leave Policy
Maternity Policy
Paternity Policy
Severe Weather Policy
Dignity at Work Policy
Annual Leave Policy
Sickness/Absence Policy
Whistle Blowing Policy
Menopause Policy
Sexual and General Harassment Policy
Estates Policies
PPE Policy
COSHH Policy
Play Area Inspections
Working at a Height
Tree Policy
Biodiversity Policy
Pesticide Free Policy

Other Policies & Procedures
Safe Guarding/ Child & Vulnerable Adults Policy
Expenses Policy
Violent and Challenging Behaviour Policy
Mobile Phone Policy
Market Policy, including Severe Weather Procedure
Photography Policy
London Bridge Policy
Anti-Terrorism Policy
Health and Safety Policy
The Equality Policy
Business Continuity Policy
Community Engagement Policy
Grant Awards Policy