Minutes of the extraordinary meeting of Policy Committee, held at Town Council offices, Otley Street, Skipton on Thursday 6th August 2026 at 6.30 pm

Those Present.
Chairman: Councillor R Heseltine
Councillor B McDaid, Councillor C Harbron, Councillor P Madeley, Councillor W Feather, Councillor S Morton & Councillor C Nash.
Officers:
Mrs L Close (Chief Officer) / Mrs J Dean (Deputy Clerk)

2627/001 ITEM 1 – Welcome and Chairman's remarks
Councillor R Heseltine welcomed everyone to the meeting and thanked them for attending. Councillor Heseltine questioned the Chief Officer over the re issued papers for the meeting and the presentation of them, as in his experience he had adjourned this meeting, and it would then reconvene. Mrs Close replied with the advice she had sought from the YLCA for clarification, which is stated below in these minutes;

SKIPTON TOWN COUNCIL – ADJOURNMENT OF MEETING
Thank you for your enquiry dated 15 July 2026 in which you seek advice on behalf of Skipton Town Council on how an adjourned meeting should be re-convened.

Where a meeting is adjourned and business is then to be dealt with at a future meeting, that meeting is a brand new meeting and will require a fresh summons and agenda in the usual way and in compliance with the timing requirements of Schedule 12 of the LGA 1972.

2627/002 ITEM 2 – Apologies for Absence
Councillor Pickard had prior engagements, and the Chair
Confirmed these reasons were accepted.

2627/003 ITEM 3 – Disclosures of Interest
None submitted.
Councillor Heseltine stated that members should advise of non-pecuniary interests as well as pecuniary interests and the wording on the agenda could be changed to state this.

2627/004 ITEM 4 – Dispensations
None requested.

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2627/005 ITEM 5 – Representations from the public
None present.

2627/006 ITEM 6 – Strategic Plan
The Strategic Plan was discussed, and Councillor Hesletine was unsure as to when the plan had been presented to meetings. He also felt the document needed updating.
Proposed by Councillor R Hesletine, seconded by Councillor P Madeley to go through the strategic plan with the Chairman, Vice Chairman and the clerk to factually correct the document and to bring it up to date.
3 votes in favour, 4 votes against. ***Motion fell***

For information;
the minutes from the meetings where the Strategic Plan was discussed and approved:

- Finance Committee – 17 August 2023
- Finance Committee – 19 October 2023
- Finance Committee – 13 February 2024
- Full Council – 14 March 2024- Strategic Plan and Action Plan Adopted.

The Strategic Plan and associated action plans also formed part of the Accreditation Application. This was discussed at Full Council in July 2024 and again at the March 2025 meeting. At the latter meeting, Members were provided with a copy of the application, including links to the relevant documents.

The Strategic Plan, action plans and annual reports have also been available on the Town Council website for some time.

At this point, the Chairman asked the Chief Officer to read out agenda item 7

2627/007 ITEM 7 – Council Policies
Discussions were held regarding the policies of Council and what could be changed and what were statutory documents.
Proposed by Councillor R Heseltine, seconded by Councillor P Madeley, and resolved 6 votes in favour to form a working group, consisting of any members, to go through the following policies and report back to the next committee meeting: Standing Orders, Financial Regulations, The Complaints policy, Scheme of delegation & the Annual Accounts and Governance Public Inspection Policy.

2627/008 ITEM 8 – Local Statistics
The links for the North Yorkshire Wards statistics were circulated from the North Yorkshire Council website. It was clearly explained that trying to download information from the website was not as clear as reading the information directly from the website.

Discussions were held regarding the statistical information of household composition, occupation rates, travel to work information, tenure, and economic activity status.
It was agreed that Councillor B McDaid would bring the statistics back to the next meeting with a narrative of our top 3 priorities.

2627/009 ITEM 9 – The Council Chamber and facilities

Councillor Heseltine advised that as North Yorkshire Council has leased the town hall to Ripon Town Council, they have set a precedent. He advised that with devolution again and this happening in Ripon, there is no reason Skipton Town Council could not take over Skipton Town Hall.
Councillor Nash advised that she had previously raised this matter but was told that Ripon Town Hall was in a completely different state to Skipton Town Hall, which is the reason it has been offloaded to Ripon Town Council. Councillor Hesletine advised this was completely incorrect.
Councillor P Madeley advised that he had a meeting with Councillor S Myers, NYC and an officer of the Town Hall, and that North Yorkshire Council want to eventually move their staff into the offices and to use the Council Chamber as a wedding venue. He further stated that he was assured by Cllr S Myers that the chamber does not leak and could be used; therefore, he suggested we ask to do that for meetings. He then presented a letter that he had drafted to North Yorkshire Council that Councillor R Heseltine read out.
Councillor W Feather advised he had been writing to the chief executive of North Yorkshire asking for information on the use of the chamber.
The Chief Officer advised she had a meeting scheduled with an officer of North Yorkshire Council because of Councillor W Feather's letter and she would report back to the committee the outcome of the meeting.

2627/010 ITEM 10 – Notification of business for a future agenda

Councillor R Heseltine requested the following items for the next meeting;

- Devolution opportunities – What has been achieved through devolution at parish and town councils.
- Pavement gritting & removal of snow – The Chief Officer to prepare a paper for the next meeting of options available.
- Confirmation of substitutions on other committees, which is found in the terms of reference of each committee, adopted in May at the full council meeting.

With no further business transacted, the meeting closed at 20.03pm

The next meeting of the Policy Committee is on 24th September 2026.