Skipton Town Council

23rd June 2026

Agenda

Meeting: Finance Committee
Members: All Members of the Finance Committee

Dear Councillors S Bentley, A Higgins, K McIntyre, L Morgan and J Woollacott
You are hereby summoned to attend an ordinary meeting of the Finance Committee:
Date: 2nd July 2026
Time: 6:30 pm
Venue: The Town Offices, Armoury House, 45a Otley Street, Skipton, BD23 1EL

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

Yours sincerely,

LClose

Mrs Louise Close
Clerk to the Council
louise@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.

Business

2627/001 **ITEM 1 – Chairmans Remarks**

2627/002 **ITEM 2 – Reasons for Absence**
To accept the reason(s) for the absence of any Members from the meeting.

2627/003 **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.

2627/004 **ITEM 4– Dispensations**
To decide upon any dispensation requests from members received by the Clerk in respect of this meeting.

2627/005 **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

2627/006 **ITEM 6 – Minutes of the previous meeting** Pages 3-4
To approve the minutes of the Finance Committee held on 16th April 2026.

2627/007 **ITEM 7 – Finance Reports** Page 5-6 & Appendices 1-4
To approve the schedule of payments, receipts, bank reconciliations and the budget to date

2627/008 **ITEM 8 – Community Grants** Appendix 5 & 6
To consider applications for Community Grants from:
Skipton Live
Refugee Week- resubmitted

2627/009 **ITEM 9 - 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.

The next meeting of the Finance Committee will be 20th August 2026

Minutes of the Finance Committee of Skipton Town Council held in Town Council offices, Otley Street, Skipton on Thursday 16th April 2026 at 6.30pm

Those Present.

Chairman: Councillor L Morgan
Councillor C Nash, Councillor S Morton, Councillor J Woollacott, Councillor P Madeley & Councillor K McIntyre

Officers: Mrs L Close (Chief Officer) & Mrs H Marshall (Finance Manager)

2526/053 **ITEM 1 – Chairman's remarks**
Councillor Morgan welcomed everybody to the meeting.

2526/054 **ITEM 2 – To accept reasons for absence.**
Councillor A Higgins & Councillor R Heseltine had prior engagements – reasons accepted

2526/055 **ITEM 3 – Declarations of Interest**
Councillor S Morton & Councillor P Madeley were trustee's have Broughton Road Community Centre but not a pecuniary interest.

2526/056 **ITEM 4 – Dispensations Requested**
None requested.

2526/057 **ITEM 5 – Representations from the public**
None

2526/058 **ITEM 6 – Minutes of the previous meeting**
Proposed by Councillor P Madeley, seconded by Councillor K McIntyre, and unanimously resolved that the minutes of the Finance Committee meeting held on 12th February 2026 were an accurate record of the meeting.

2526/059 **ITEM 7 – Finance Reports**
The Finance Manager gave an update on the end-of-year accounts. The Council finances continue to be managed effectively, with reserves built up from zero. Thanks were given to officers.
Proposed by Councillor C Nash, seconded by Councillor P Madeley, and resolved in favour to approve the schedule of payments, receipts, bank reconciliations, and the budgets to date.

2526/060 **ITEM 8 – Community Grant Criteria**
Skipton Brass Band – Grant application £1000
Proposed by Councillor P Madeley, seconded by Councillor C Nash, and resolved in favour to accept the grant application of £1000, the applicants need to ensure that this would be a one-off grant and not an annual fund.

Holy Trinity & Community Poppy Project – Grant application £1000
Proposed by Councillor L Morgan, seconded by Councillor C Nash, and resolved in favour to accept the grant application of £1000.

Carers Resource – Grant application £900
Proposed by Councillor J Woollacott, seconded by Councillor P Madeley, and resolved in favour to accept the grant application of £900.

Broughton Road Wellbeing café – Grant application £2000
This application was rejected due to the funds requested being used for running costs, which was against policy.

Skipton Academy Colour Run – Grant application £2000
Proposed by Councillor J Woollacott, seconded by Councillor L Morgan, to support the full amount of £2000. This proposal was not supported and fell.
Proposed by Councillor S Morton, seconded by Councillor P Madeley, and resolved by 3 votes to support the application with a fund of £1000.

2526/061 **ITEM 9 – Action Travel Bid for Bicycle storage**
Councillor S Morton advised the meeting that a funding application had been submitted to the Mayoral fund for bicycle storage. Match funding was proposed from SBS and Craven College, and the Town Council would use the £1500 fund from the budget heading.
Proposed by Councillor P Madeley, seconded by Councillor L Morton, and resolved in favour to Vire £500 from the Community Grant funding heading to the Road safety budget heading if the funds were needed.

2425/062 **ITEM 10 – Notification of business for a future agenda**
A quotation for a honours board for future use of the Chamber.

The meeting was closed at 19.30pm

The next meeting of the Finance Committee will be advised.

Skipton Town Council
2nd July 2026, 6.30pm

Meeting:	Finance Committee				**Date:**	2nd July 2026
Paper Title:	**Finance Reports**				**Agenda Item:**	**7**
Author of Paper:	Helen Marshall					
Purpose of Paper:	Information to note		Draft policy for feedback		Motion for Decision	x

If For Decision then give the Proposer and Seconder and the wording of the Substantive Motion that is to be considered:	*Proposer:* *Seconder:* *Motion wording for the agenda:* To approve the schedule of payments, receipts, bank reconciliations and the budget to date.

Key points: **To include**	*Included is the up-to-date budget for 2026/27 (11th June 2026).* *List of payments that will be paid, following approval at this meeting. Copies invoices and purchase orders are available to view.* *List of receipts. Where the list states 'Sales Receipt Page' these are comprised of Market Consent Fees, Bank Interest, Coach Street PC donation, Allotment Holders tenancy fees for 2026/27, New Allotment Holders key deposits, S106 monies for Pasture Close swing repairs, Skipton Gala consent fees and Sheep Day Consent fee.* *Bank Reconciliations with the corresponding bank balance statement* *To note the year end Income and Expenditure report for the year ending 31st March 2026.* *Please note that our General Reserves have now increased from £199104 to £279320 for the year ending 31st March 2026.* *I would like to draw your attention to the following lines:* *Line 1200 Service Recharge HP £6329 (4329) is over budget due to two recharge invoices (2024-2025 and 2025-2026).* *Line 4140 Office Equipment/ IT support £14424 (3924) over budget due to Microsoft Licence Fee for 2026-27.*

Recommendation:	*Specify what outcome or response is needed from the Council/Committee to this paper or motion.* The Council/Committee is recommended to: *- Approve (under delegated powers as a committee, or in Full Council)*
Appendices:	*Appendix 1 Payments* *Appendix 2 Receipts* *Appendix 3 Bank Reconciliations* *Appendix 4 Budget*