Minutes of the Annual Meeting of Skipton Town Council held at Holy Trinity Church, Skipton on Thursday 14th May 2026 at 7.00pm

Those Present.

Chairman: Councillor W Feather (Mayor)
Councillor K McIntyre, Councillor L Morgan, Councillor S Bentley, Councillor B McDaid, Councillor C Nash, Councillor R Heseltine, Councillor S Morton, Councillor A Heseltine, Councillor V Kettu, Councillor M Pickard, Councillor C Harbron, Councillor P Madeley, Councillor A Higgins, Councillor J Woollacott & Councillor D Noland.
Officers:
Mrs L Close (Chief Officer)
Mrs J Dean (Deputy Clerk)
Mrs H Marshall (Finance Manager)
1 member of the press
6 members of the public

2627/001 ITEM 1 – Election of the Mayor

Proposed by Councillor J Wollacott, seconded by Councillor S Morton for Councillor W Feather to be Mayor.
8 votes
Proposed by Councillor P Madeley, seconded by Councillor C Nash for Councillor A Heseltine to be Mayor.
8 votes
Where there is a tie in the election of the Chairman, the person presiding is required by law to give their casting vote LGA 1972, ss15.
Therefore, Councillor W Feather was asked to give his casting vote.
Resolved that Councillor W Feather is elected the Mayor of Skipton for the 2026/2027 civic year.

2627/002 ITEM 2 – Mayor's Declaration of Acceptance of Office

In accordance with LGA 1972, ss83 (4), Councillor W Feather, being the newly elected Mayor, signed the Mayor's declaration of office.

2627/003 ITEM 3 – Deputy Mayor

Proposed by Councillor P Madeley, seconded by Councillor S Bentley, that Councillor A Heseltine be elected as deputy Mayor.
9 votes
Proposed by Councillor S Morton, seconded by Councillor J Woollacott, that Councillor L Morgan be elected as deputy Mayor.

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6 votes
Resolved that Councillor A Heseltine is elected as Deputy Mayor of Skipton for the 2026/2027 civic year.

2627/004 ITEM 4 – Reasons for absence
All present.

2627/005 ITEM 5 – Declaration of Interest
None declared.

2627/006 ITEM 6 – Dispensation requests
None requested.

2627/007 ITEM 7 – Representations from the public
None given.

2627/008 ITEM 8 – Minutes
Proposed by Councillor P Madeley, seconded by Councillor C Nash, and resolved in favour that the minutes of the meeting held on 19th March 2026 was a true and accurate record of the meeting.

2627/009 ITEM 9 – Reports and minutes from Committee and Sub-committee meetings
Proposed by Councillor L Morgan, seconded by Councillor P Madeley and resolved in favour of accepting the minutes of the
Market and Events meeting, 7th January
Public Services, 22nd January
Management and Staffing, 12th February
Finance Committee, 12th February.

2627/010 ITEM 10 - Finance reports
Proposed by Councillor P Madeley, seconded by Councillor M Pickard, and resolved in favour of approving the budget to date, the schedule of payments, receipts and bank reconciliations.

Councillor P Madeley spoke to the above item to advise Council that 80k was saved last year, which was a great result.

2627/011 ITEM 11 – Asset Register
Councillor C Nash asked when the mayoral chains had last received an updated valuation. The CO would check and instigate this. No other matters were raised and the register was received.

2627/012 ITEM 12 – Annual Governance Statement 25/26
Proposed by Councillor P Madeley, seconded by Councillor R Heseltine and resolved in favour to approve the Annual Governance statement 2025/26 – section 1.

2627/013 ITEM 13 – Accounting statements
Proposed by Councillor B McDaid, seconded by Councillor K McIntyre, and resolved in favour of approving the Accounting statements 2025/26 – section 2.

2627/014 ITEM 14 – Internal Audit
Proposed by Councillor K McIntyre, seconded by Councillor M Pickard, and resolved in favour of receiving and noting the internal audit.

2627/015 ITEM 15 – Standing Orders
Councillor Nash proposed an amendment to item 3i, to accept the Standing Orders with item 3i, where a person may choose whether to stand or be seated when speaking, seconded by Councillor M Pickard and resolved in favour.

Proposed by Councillor P Madeley, seconded by Councillor L Morgan, and resolved in favour of adopting the Standing Orders as amended.

2627/016 ITEM 16 – Financial regulations
Proposed by Councillor P Madeley, seconded by Councillor L Morgan and resolved in favour to adopt the financial regulations.

2627/017 ITEM 17 – Delegation arrangements under Local Government Act 1972, s101.
Proposed by Councillor M Pickard, seconded by Councillor P Madeley, and resolved in favour of forming the following standing committees: Finance, Public Services, Market & Events, Policy, Planning and Management and Staffing committees and to adopt the scheme of delegation.

2627/018 ITEM 18 – Committee terms of reference.
Proposed by Councillor C Nash, and seconded by Councillor L Morgan, and resolved in favour to make the following amendment to the planning terms of reference, 1.1, delete the word Audit and Scrutiny. 1.4, delete the word policy, 1.5 Delete the word policy.

Proposed by Councillor A Higgins, seconded by Councillor B McDaid, and resolved in favour to adjourn item 18 – 30 to have the terms of reference re-presented, with all changes made, and the Policy terms are being discussed and worked on beforehand by members, and for an extraordinary Full Council meeting to be called to resolve items 18 – 30.

2627/019 ITEM 19 – ITEM 30 – Adjourned

2627/031 ITEM 31 – Risk Management
Proposed by Councillor L Morgan, seconded by Councillor W Feather, and resolved in favour to adopt the risk management documents.

2627/032 ITEM 32 – Outside Bodies
Proposed by Councillor P Madeley, seconded by Councillor L Morgan and resolved in favour to appoint the following members to the outside bodies.
JOHN RIMINGTON TRUST Claire Nash Lewis Morgan Stephen Morton
CRAVEN MUSEUM Lewis Morgan Brian McDaid Peter Madeley Claire Nash
GREATWOOD & HORSE CLOSE ESTATE COMMITTEE Lewis Morgan
YORKSHIRE LOCAL COUNCILS' ASSOCIATION Brian McDaid Chris Harbron
COULTHURST CRAVEN SPORTS CENTRE Brian McDaid
S.E.L.R.A.P. Claire Nash
FAIRTRADE STEERING GROUP Claire Nash Karen McIntyre

2627/033 ITEM 33 – Insurance
Proposed by Councillor P Madeley, seconded by Councillor K McIntyre and resolved in favour to confirm that the Council has all of the relevant insurance cover required.

2627/034 ITEM 34 – Complaints procedure
Proposed by Councillor C Nash, seconded by Councillor A Higgins and resolved in favour to adopt the Council's complaint policy providing the policy is adapted to reflect the new committee structure when that has been resolved.
To note this will be presented again at the next meeting for final adoption.

2627/035 ITEM 35 – Data Protection Policies
Proposed by Councillor B McDaid, seconded by Councillor P Madeley and resolved in favour to adopt the Council's policies, procedures and practises in respect of its obligations under freedom of information and data protection legislation.

2627/036 ITEM 36 – Media Policies
Proposed by Councillor L Morgan, seconded by Councillor W Feather and resolved in favour to adopt the Council's policies in Media/social media.

2627/037 ITEM 37 – Employment Policies and Procedures.
Proposed by Councillor W Feather, seconded by Councillor B McDaid and resolved in favour to adopt the Council's employment Practises and Procedures.

2627/038 ITEM 38 – Code of Conduct and Councillor/Officer protocol
Proposed by Councillor M Pickard, seconded by Councillor S Bentley and resolved in favour to adopt the code of conduct and Councillor / Officer protocol.

2627/039 ITEM 39 – Policies and Procedures
Proposed by Councillor L Morgan, seconded by Councillor W Feather and resolved in favour to adopt the remaining Council policies and procedures not listed under Standing order 5, and to confirm that all Councillors have access to all copies of all Council's policies and procedures.

2627/040 ITEM 40 – Meetings Calendar
This item would be adjourned to the next meeting.

2627/041 ITEM 41 – Annual report
The Annual report was received and noted.

2627/042 ITEM 42 – Notification of business for a future agenda
Items 18 – 30
Item 40

With no further business transacted, the meeting was closed at 8.34 pm.

The next meeting of Full Council will be advised.