



# Skipton Town Council

12 May 2016

## To all members of the Council

You are hereby summoned to attend the Annual Meeting of the Council at the **Town Hall Council Chambers** on **Thursday 19 May 2016** at **7.00 pm** for the purpose of transacting the following business.

***Please note that this meeting is preceded by the Annual Town Meeting, commencing at 6 pm. Should the Town Meeting last longer than one hour, this meeting will start immediately after the conclusion of the Town Meeting.***

Members are requested to familiarise themselves with the agenda and any associated reports ahead of the meeting. If you require any further information or background, you are requested to contact the appropriate Officer for assistance. Details of the author and/or responsible officer can be found at the end of each report.

Dave Parker  
Chief Officer  
Town Hall  
High Street  
Skipton  
BD23 1FD  
01756 700553  
chiefofficer@skiptontowncouncil.gov.uk

### Full Council Agenda

1. To elect the new Town Mayor (Chairman of the Council) and to witness the signing of the Declaration of Acceptance (Report Attached).
2. To note Mayoral engagements undertaken from March - May 2016 (Papers attached) and to receive any remarks from the outgoing Mayor.

***Following this item, the meeting will be adjourned for the robing of the incoming Town Mayor. The incoming Mayor will chair the remainder of the meeting.***

Chief Officer & Clerk to the Council: David Parker  
Town Hall, High Street, Skipton BD23 1FD  
Telephone 01756 700553  
Email admin@skiptontowncouncil.gov.uk

**3. To receive the incoming Mayor's remarks.**

**4. To accept representations from the Public between 7.15 pm and 7.30 pm.**

A period of up to 15 minutes is allowed for any representations or statements from members of the public. This period can be extended at the discretion of the Chairman. Normally, each member of the public should be allowed to speak for no more than five minutes. Council Members may ask questions to clarify any points raised, but no resolutions can be made, nor decisions taken, during this item. Members of the public should be reminded that they may remain in attendance during the rest of the meeting (except for confidential items) but they may not take part in any subsequent discussions. A record should be taken of those members of the public speaking.

**5. To accept apologies for absence.**

Members are reminded that it is their individual responsibility to ensure that any apologies for absence are received by the Council before the start of the meeting. Apologies may be given in advance in writing, by telephone or by email to the office (during office hours). Late apologies (outside of office hours) on the date of the meeting can be sent by telephone or text to the senior Officer in attendance. Contact details are shown at the bottom of this agenda. A valid reason for absence must be stated and recorded in the minutes – and each absence must be approved by an affirmative resolution of those Members present.

**6. To record declarations of pecuniary and non-pecuniary interests in items on the agenda.**

It is the responsibility of each Member, individually, to declare any pecuniary or non-pecuniary interests. This should be done during this item or as soon as possible should an interest become apparent during the course of the meeting. The declaration will be recorded in the minutes. Members are reminded that a pecuniary interest arises only if the Member concerned (or their partner) has a personal financial interest in the matter being considered. Declarations need not be made for any item relating to the setting of the Council's precept. In the case of any doubt, Members are requested to seek guidance from the Chief Officer ahead of the meeting.

**7. To consider the recommendations of the Chief Officer relating to requests for dispensations to Members on items requiring a declaration of pecuniary and non pecuniary interests.**

The Chief Officer (or Senior Officer in attendance) will inform Members of any valid requests received and will make a recommendation to Members as to whether the request should be approved. Requests must be submitted in advance of the meeting, to the Chief Officer, on the official request form. Full details are available from the office. Requests for dispensations cannot be made at the meeting itself.

**8. To elect the new Deputy Mayor (Vice-Chairman of the Council) (Report attached).**

**9. To approve the minutes from the Full Council meeting held on 17 March 2016.**

Please note that only those Members of the previous Council in attendance at the earlier meetings may propose, second or approve these minutes.

**10. To report and receive information arising from the minutes of items not on the agenda from members and the Chief Officer.**

This item provides the opportunity for Members to receive an update on matters discussed at previous meetings, where that item does not appear on the agenda. New items cannot be introduced during this item and no resolutions can be made, nor decisions taken, during this item.

**11. To receive and consider minutes, recommendations and reports of the Environment & Planning Committee.**

Please note that these minutes have been previously approved by the relevant Committee and are now being received and ratified by the Full Council. The minutes will be proposed by the Chairman of the Committee and must be seconded by another Councillor present at the Committee.

**12. To receive and consider minutes, recommendations and reports of the Public Services Committee.**

Please note that these minutes have been previously approved by the relevant Committee and are now being received and ratified by the Full Council. The minutes will be proposed by the Chairman of the Committee and must be seconded by another Councillor present at the Committee.

**13. To receive and consider minutes, recommendations and reports of the Finance and Policy Committee.**

Please note that these minutes have been previously approved by the relevant Committee and are now being received and ratified by the Full Council. The minutes will be proposed by the Chairman of the Committee and must be seconded by another Councillor present at the Committee.

**14. To receive and consider minutes, recommendations and reports of the Audit and Scrutiny Committee.**

Please note that these minutes have been previously approved by the relevant Committee and are now being received and ratified by the Full Council. The minutes will be proposed by the Chairman of the Committee and must be seconded by another Councillor present at the Committee.

**15. To appoint the Leader, Deputy Leader and Shadow Leader of the Council (Report attached).**

**16. To appoint the Chairman, Vice-Chairman and Members of the Council's Standing Committees, Management and Working Groups (Report attached).**

**17. To agree the programme of meetings for 2016-2017 (Report attached).**

**18. To appoint Member representatives to Outside Bodies (Report attached).**

**19. To adopt the Council's Standing Orders and associated Financial Regulations (Report attached).**

**20. To note the attendance of Councillors for 2015-2016 (Report attached).**

**21. To consider excluding press and public for consideration of item 22 on the grounds that it relates to confidential matters.**

**ENSURING THAT NO REPORTING TAKES PLACE DURING PRIVATE SESSION**

If the proceedings of the Council are being recorded or filmed, the Chairman and/or any Officer present should ensure that any such reporting is stopped for the duration of this item. Where appropriate, checks should be made to ensure that any recording or filming equipment is switched off and, where possible, removed from the meeting room.

**22. To consider confidential matters relating to appointments to outside bodies (Confidential report attached).**

**23. To receive notification of matters that members would like including on a future agenda.**

Members may utilise this item to introduce any matter for inclusion on a future agenda of the Council or its committees. Although Members may discuss any matter during this item, the only resolution permissible is to include the matter on a future agenda. No decisions may be made. This item does not preclude any Member from requesting an item to be added between meetings. Any such requests should be made in writing to the Chief Officer.

**OFFICER SUPPORT TO THE MEETING:**

Senior Officer Scheduled to Attend: Dave Parker (Chief Officer)

Other Officers Scheduled to Attend:  
Brett Butler (Town Centre Manager)  
Les Chandler (Estate Manager)  
Jill Peacock (Resource Manager)

**APOLOGIES:**

Contact the office during normal opening hours: (01756) 700553  
Email: [admin@skiptontowncouncil.gov.uk](mailto:admin@skiptontowncouncil.gov.uk)

Late apologies should be made by phone or text message to the senior Officer scheduled to attend.