



Skipton Town Council

17th September 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: 24th September 2026

Time: 6:30 pm

Venue: Craven College, Ingleborough Building, Gargrave Road, Skipton

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

Yours sincerely,

Chief Officer

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.

Business

2627/017 ITEM 1 – Welcome and Chairmans remarks

2627/018 ITEM 2 – Apologies for Absence

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

2627/019 ITEM 3 – Disclosures of Interest

Declaration of Interests

All councillors must declare any *pecuniary* or *non-pecuniary* interests relevant to the agenda item before discussion begins.

- *Pecuniary interest*: a financial interest in the matter, as defined in the Code of Conduct, including employment, contracts, property, or other financial benefits.
- *Non-pecuniary interest*: an interest not financial but affecting the wellbeing of the councillor, a relative, or a close associate, or a body in which they have an interest.

Councillors with a disclosable pecuniary interest must leave the meeting for the duration of the item. Councillors with a non-pecuniary interest must disclose it and may not participate in discussion or voting unless permitted by the Code.

2627/020 ITEM 4 – Dispensations

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

2627/021 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

2627/022 ITEM 6 – Minutes [Appendix 1 and 2](#)

To resolve to approve the minutes of the meetings held on the 6th Aug and the 15th July as a true and accurate record of the meeting.

2627/023 ITEM 7 – Actions Update

To receive an update on the actions from the previous meeting for matters that are not on the agenda.

- Devolution Opportunities- On Full Council Agenda 16th September, and in response to Cllr Heseltines request for information on what has been achieved through devolution at parish and town councils please see the attached presentation from Claire Wilson NYC Parish Liaison, Devolution & Community Rights Manager. [Appendix 3](#)
- 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. See item 3.

2627/024 ITEM 8 – Local Statistics

To receive a narrative on local statistics from Councillor B McDaid, as agreed at the previous meeting, with the top three priorities identified.

2627/025 ITEM 9 – Policy Working Group

Resolution from the meeting on the 6th Aug was 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.

The Chief Officer has contacted Members to ask who would like to be part of that working group, and when they would like to meet. To date a response has only been received from Cllr Nash.

2627/026 ITEM 10 – Pavement Gritting and Removal of Snow [Appendix 4](#)

To receive an update from the Chief Officer

2627/027 ITEM 11 – Reasonable Adjustments Policy [Appendix 5 & 6](#)

To resolve to recommend the Reasonable Adjustments Policy, proposed by Cllr Madeley, to Full Council for adoption.

2627/028 ITEM 12 – Member Attendance Policy [Appendix 7](#)

To resolve to recommend the Member Attendance Policy, proposed by Cllr Madeley, to Full Council for adoption.

2627/029 **ITEM 13 – Substitutions on Committees**

To confirmation that the Committee Terms of Reference, adopted by Full Council on the 11th June 2026, do not allow for substitutions on Committees.

2627/030 **ITEM 14 - 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 28th January 2027