



Skipton Town Council

6th February 2025

Agenda

Meeting: Finance Committee

Members: All Members of the Finance Committee

Dear Councillors A Higgins, K McIntyre, P Madeley, W Feather, L Morgan, R Judge, R Heseltine and S Morton

You are hereby summoned to attend an ordinary meeting of the Finance Committee:

Date: 13th February 2025

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,

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

2425/034 ITEM 1 – Chairmans Remarks

2425/035 ITEM 2 – Reasons for Absence

To accept the reason(s) for the absence of any Members from the meeting.
Councillor Higgins who has a prior engagement.

2425/036 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.

2425/037 ITEM 4– Dispensations

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

2425/038 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

2425/039 ITEM 6 – Minutes of the previous meeting [Pages 4-5](#)

To approve the minutes of the Finance Committee held on 16th October 2024.

2425/040 ITEM 7 – Finance Reports [Appendix 1](#)

To approve the schedule of payments, bank reconciliations and the budget to date.

To make any virements as required and detailed in the covering paper.

2425/041 ITEM 8– Grant Award Policy [Page 6-8](#)

To approve the grant award policy and recommend to Full Council for adoption.

2425/042 ITEM 9 – Community Grant Scheme [Appendix 2](#)

To resolve to use the grant criteria checklist when considering applications
To consider the applications received for the community grant scheme:
Skipton Pride
Skipton Community Sports Hub

2425/043 ITEM 10 – Bank Signatures

To approve the update of the signatures with NatWest Bank including removal of previous Councillors.

To approve the update of signatures for the Mayor's Charity Account, to include the Chief Officer, Finance Manager and two Councillors.

2425/044 ITEM 11- 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 Finance Committee 18:30pm **24th April 2025***

**Minutes of the Finance Committee of Skipton Town Council held in the Hub, Town Hall,
High Street, Skipton on Thursday 17th October 2024 at 6.30pm**

Those Present.

Chairman: Councillor L Morgan (Vice Chairman)
Councillor R Heseltine, Councillor P Madeley, Councillor S Morton, Councillor
K McIntyre & Councillor W Feather.
Officers: Mrs L Close (Chief Officer) & Mrs H Marshall (Finance Manager)

- 2425/022** **ITEM 1 – Chairman’s remarks**
Councillor Morgan welcomed everybody to the meeting and advised that he
would Chair the meeting in the absence of Councillor Higgins.
- 2425/023** **ITEM 2 – To accept reasons for absence.**
Councillor R Judge was absent.
Councillor A Higgin who had prior commitment – reasons accepted.
- 2425/024** **ITEM 3 – Declarations of Interest**
None declared.
- 2425/025** **ITEM 4 – Dispensations Requests**
None received.
- 2425/026** **ITEM 5 – Representations from the public**
None
- 2425/027** **ITEM 6 – Minutes of the previous meeting**
An update was given regarding the previous resolution of Share Skipton and
information that was received.
Proposed by Councillor P Madeley, seconded by Councillor S Morton and
unanimously resolved that the minutes of the Finance committee meeting held
on 15th August 2024 were an accurate record of the meeting.
- 2425/028** **ITEM 7 – Finance reports**
Proposed by Councillor P Madeley
Seconded by Councillor W Feather
Resolved to approve the schedule of payments, bank reconciliations and the
budget to date, copies attached to these minutes.
- It was also agreed that a letter would be prepared and sent from the
Committee to North Yorkshire Council regarding the costs lost due to the
office situation and the consequences of this. Costs to be covered ranged
from new printers to hire charges for meeting spaces.
- A discussion was held regarding the virement of funds to cover legal advice
for when the Tarn Moor Trust writes to Council. Proposed by Councillor P
Madeley, seconded by Councillor L Morgan and voted 3 in favour, 1 against
and 2 abstentions.

2425/029

ITEM 8 – Community Grant Scheme

The Grant criteria checklist was unanimously resolved to use.

Home Start Craven – Proposed by Councillor R Heseltine, seconded by Councillor S Morton and resolved 5 votes in favour, 1 abstention, that the grant application be approved with the following condition. The award grant is restricted to funding families who are resident in Skipton only and can prove that residency.

2425/030

ITEM 9 – Insurance

Proposed by Councillor W Feather, seconded by Councillor P Madeley and unanimously approved to move forward with the Insurance quotation with delegated authority given to find the best policy available.

2425/031

ITEM 10 – Budget 2025 / 2026

Councillor Heseltine advised that as people were struggling to pay bills then it should be endeavoured to fix any increases of the precept to below the rate of inflation. Councillor P Madeley advised that the Market and Events Committee and Public Services Committee should meet to discuss their budget ahead of the full council budget meeting. Dates would be fixed for this.

2425/032

ITEM 11 – Notification of business for a future agenda

Grants Award Policy

Adopted by the Council: 16th May 2024

Date of review: May 2025

Introduction

1.1 Skipton Town Council is keen to contribute financial support to projects being developed by community organisations for purposes which strengthen the community and enhance the well-being of residents and their environment, within the parish.

1.2 Grants may complement other sources of funding, and this is encouraged.

1.3 Skipton Town Council operates a grant scheme for community organisations to apply for up to £2000.

1.4 Application forms to apply can be obtained from: Skipton Town Council, Armoury House, 45a Otley Street, Skipton, BD23 1EL

1.5 All applications will be considered by the Town Council on their merits. If some aspects of your application fall outside the guidance and criteria below, you may still apply, but you should make a very clear case as to why you believe your project should be awarded funds by the Town Council.

1.6 If you have ideas for a project which would require more funds than this Grant Scheme could provide, please, nonetheless, come and talk to the Town Council, so that consideration can be given to the possibility of earmarking additional funds in future years' budgets.

Grant Award Process information and guidance for applicants

2.1 The Town Council will normally decide on grant applications 4 times per year - at its Finance Committee meetings (both subject to budgeted funds still being available throughout the year).

2.2 For an application to be considered at one of the grant allocation meetings, your completed application, including all supporting documents, should be received by the office no later than the 10th day of the month preceding that in which you wish your application to be considered. Please note that your application cannot be dealt with, or funds reserved for your scheme, until you have submitted all the required paperwork. The Town Council will invite a representative from your organisation to attend the meeting at which your application is to be considered, to answer any questions which might arise.

2.3 Please provide full written information on the scheme you are applying for, together with your application form. Failure to provide this information may result in your application being refused or deferred to a later meeting. If your accounts show that your organisation is holding significant financial reserves, please explain fully why you are applying to the Town Council for financial assistance (e.g. your existing funds may be reserved for other specific purposes and not available to be used for the project which is the subject of your application).

Eligibility

3.1 The Town Council will normally only award grants to organisations which have a formal legal structure (e.g. constitution; memorandum and articles etc.) and a bank account in the name of your organisation. If you are not able to provide evidence of these requirements, you may wish to find another constituted organisation which is willing to act as the accountable body for your application (i.e. receiving, holding, and accounting for the spending of any grant you receive on your group's behalf).

3.2 Applications will only be considered from local groups/organisations that either operate in, or benefit the people who live in, the Skipton parish area, and where the applicant can demonstrate that consideration has been given to whether the project is consistent with the aims of carbon reduction and sustainability.

3.3 Grants cannot be paid to individuals. You must demonstrate that most of your members/beneficiaries live in the parish of Skipton.

3.4 Applications to support the day to day, on-going, running costs of a group will not normally be approved by the Town Council, unless you can clearly show that a grant would assist your organisation to cover a temporary funding shortfall and/or move quickly to financial independence and sustainability without further recourse to grant aid.

3.5 Copies of quotes for capital items and works, provision of services, or photocopies of items to be purchased with costs (e.g. from catalogues) must be submitted with all applications (except for startup grants, where the Town Council will accept reasonable estimates for start-up costs over the coming year). One written quote or photocopies from a catalogue will be acceptable for items which you are applying for which are below £1000. Applications for items or work over £1000 should be supported by 3 written quotes.

3.6 If you are intending to carry out a project which may impact on other people in any way, you should make sure you have carried out consultation with affected parties and tell the Town Council about the results of the consultation. If planning permission, or any other form of permission, is required for your project, you will need to have such permission in place prior to making an application to the Town Council for a grant. The Town Council will require sight of any such permission.

3.7 The Town Council does not provide grants for specifically political, lobbying or religious activities. Please ensure that the application identifies details of any political links.

3.8 The Council can only make awards where it has the statutory power(s) to do so.

3.9 Applicants should show a commitment to equality, accessibility, and diversity.

3.10 Grants may complement other sources of funding and this is actively encouraged. Details of other sources of funding applied for should be included on the application form. Awards may not be granted for activities that could reasonably be expected to be funded from other sources.

3.11 Organisations will not be awarded more than one grant from the Town Council in a rolling 12-month period (unless your organisation is acting as the accountable body for another local group).

3.12 An organisation which has applied for and received funding in consecutive years should not automatically assume that funding will continue. Each application will be treated on its merits.

3.13 Retrospective grant applications will not usually be permitted.

3.14 Please note that Skipton Town Council will not make awards to applicants in order that they can make donations in the name of the applicant, e.g. a local group formed to raise funds for a national charity, may request funds for a capital item for the local based group, but ultimately the funds raised go to the national charity in the name of the local organisation.

Evaluation

4.1 Any group that is given a grant will be expected to account for how the money has been spent and to provide, within 4 months, a short report on what the grant has been used for, including receipts and photographs where appropriate. It is a requirement that the grant is spent within 4 months of being awarded and that it is spent on the items or services specified on the application form. Where this is not the case the Town Council reserves the right to ask for the return of the grant allocated to your organisation. You may be asked to attend a Town Council meeting to provide additional information about how the allocated funds have been used.

4.2 You will be invited to the Annual Town Meeting and may be asked to give a short presentation of how your grant has benefitted Skipton parish and its residents. The Town Council may also use information about the funding to your group in its communications and publicity material and communication channels.

Conditions

5.1 Applicants shall complete an evaluation as required

5.2 You must agree to acknowledge the contribution of Skipton Town Council in any publicity material produced relating to the scheme supported. If you do not do this the Town Council reserves the right to ask for the return of the grant allocated to your organisation. The Town Council may ask to see such publicity material before it is printed. The Town Council may arrange its own publicity about the scheme which you agree to participate in.

5.3 The Council reserves the right to reclaim funds not spent in accordance with the approved grant application, left unspent after one year of receipt or in full/partially for breach of conditions

5.4 The Council may apply additional conditions it deems necessary as part of the grant award.

5.5 Where possible please submit your application in word format and supporting documents electronically.

Receipt of Grant

6.1 Applicants must agree to abide the conditions of the Grant Agreement (Appendix 1).

6.2 Payments shall be made to the organisations within four weeks of receipt of the grant agreement