



Skipton Town Council

30th April 2025

Agenda

Meeting: Full Council

Members: All Members of Skipton Town Council

Dear Councillors Bentley, Madeley, McDaid, Morton, Nash, Noland, Morgan, Feather, McIntyre, A Heseltine, R Heseltine, Harbron, Woollacott, Pickard, Kettu & Higgins.

You are hereby summoned to attend the Annual Meeting of Skipton Town Council:

Date: 15th May 2025

Time: 7:00 pm

Venue: North Yorkshire Council Offices, Belle Vue Square, Broughton Road

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

2526/001 ITEM 1 – Election of the Mayor

*(Standing Orders 5e. **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**)*

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

To Elect the Mayor of Skipton for the 2025/2026 Civic Year

2526/002 ITEM 2 – Mayor’s Declaration of Acceptance of Office

In accordance with LGA 1972 ss83(4) the newly elected Mayor must sign the Mayor’s Declaration of Office.

2526/003 ITEM 3 – Deputy Mayor

To Elect the Deputy Mayor for the 2025/2026 Civic Year.

2526/004 ITEM 4– Reasons for Absence [Appendix 1](#)

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

To receive and note the attendance record.

2526/005 ITEM 5 – 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.

2526/006 ITEM 6 – Dispensations

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

- 2526/007** **ITEM 7 – 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
- 2526/008** **ITEM 8– Minutes of the previous meeting** [Appendix 2](#)
(Standing Orders SO 5j (ii) Confirmation of the accuracy of the minutes of the last meeting of the Council)
To approve the minutes of the ordinary Full Council Meeting held on 20th March 2025.
- 2526/009** **ITEM 9 – Reports and Minutes from Committee and Sub committees Meetings** [Appendix 3](#)
(Standing Orders SO 5 j(iii) Receipt of the minutes of the last meeting of a committee)
To accept the minutes of the following committee meetings (Councillor Shared drive):
Market & Events Committee 22nd January 2025
Management & Staffing Committee 13th February 2025
- 2526/010** **ITEM 10 – Finance reports** [Appendix 4](#)
To resolve to approve the schedule of payments, receipts, bank reconciliations and the budget to date.
- 2526/011** **ITEM 11 – Annual Governance Statement 2024/25** [Appendix 5 pg4](#)
To approve the Annual Governance Statement 2024/25 Section 1
- 2526/012** **ITEM 12 – Accounting Statements 2024/25** [Appendix 5 pg5](#)
To approve the Accounting Statements 2025/25 Section 2
- 2526/013** **ITEM 13 – Internal Audit** [Appendix 5 pg3](#) and [Appendix 6](#)
To receive and note the Internal Audit Report
- 2526/014** **ITEM 14- Standing Orders** [Appendix 7](#)
(Standing Orders SO 5 j(ix) Review and adoption of appropriate standing orders and financial regulations)
To resolve to adopt the Standing Orders.

- 2526/015** **ITEM 15- Financial Regulations** [Appendix 8](#)
(Standing Orders SO 5 j(ix) Review and adoption of appropriate standing orders and financial regulations)
To resolve to adopt the Financial Regulations.
- 2526/016** **ITEM 16 – Delegation Arrangements under Local Government Act 1972 s101** [Appendix 9](#)
(Standing Orders SO 5 j(v) Review of delegation arrangements to committees, sub-committees, staff and other local authorities)
To resolve that the delegation arrangement made under the Local Government Act 1972 s101 gives delegated powers in relation to all business matters for the following standing committees:
Finance, Audit, Scrutiny and Planning, Public Services, Market & Events and Management & Staffing.

To adopt the scheme of delegation.
- 2526/017** **ITEM 17- Committee Terms of Reference**
(Standing Orders 5 j(vi) Review of the terms of reference for committees)
To confirm the Terms of Reference for the Council's Committees:
Finance [Appendix 10](#)
Audit, Scrutiny & Planning [Appendix 11](#)
Public Services [Appendix 12](#)
Management & Staffing [Appendix 13](#)
Market & Events. [Appendix 14](#)
- 2526/018** **ITEM 18- Membership of the Finance Committee**
(Standing Orders 5 j(vii) Appointment of members to existing committees)
To appoint the membership of the Council's Committee: Finance.
- 2526/019** **ITEM 19- Chairman and Vice Chairman of the Finance Committee**
(Standing Orders 4 d(vi) shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee)
To appointment the Chairman of the Finance Committee
To appointment the Vice Chairman of the Finance Committee.

2526/020 ITEM 20- Membership of the Audit, Scrutiny and Planning Committee

(Standing Orders 5 j(viii) Appointment of any new committees in accordance with standing order 4)

To appoint the membership of the Council's Committee: Audit, Scrutiny & Planning Committee

2526/021 ITEM 21- Chairman and Vice Chairman of the Audit, Scrutiny & Planning Committee

(Standing Orders 4 d(vi) shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee)

To appointment the Chairman of the Audit, Scrutiny & Planning Committee.

To appointment the Vice Chairman of the Audit, Scrutiny & Planning Committee.

2526/022 ITEM 22- Membership of the Public Services Committee

(Standing Orders 5 j(vii) Appointment of members to existing committees)

To appoint the membership of the Council's Committee: Public Services Committee.

2526/023 ITEM 23- Chairman and Vice Chairman of the Public Services Committee

(Standing Orders 4 d(vi) shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee)

To appointment the Chairman of the Public Services Committee.

To appointment the Vice Chairman of the Public Services Committee.

2526/024 ITEM 24- Membership of the Management & Staffing Committee

(Standing Orders 5 j(vii) Appointment of members to existing committees)

To appoint the membership of the Council's Committee: Management & Staffing Committee

2526/025 ITEM 25- Chairman and Vice Chairman of the Management & Staffing Committee

(Standing Orders 4 d(vi) shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee)

To appointment the Chairman of the Management & Staffing Committee.

To appointment the Vice Chairman of the Management & Staffing Committee.

2526/026 ITEM 26- Membership of the Market & Events Committee

(Standing Orders 5 j(viii) Appointment of any new committees in accordance with standing order 4)

Resolved at FC April 19th

To appoint the membership of the Council's Committee: Market & Events Committee.

2526/027 ITEM 27- Chairman and Vice Chairman of the Market & Events Committee

(Standing Orders 4 d(vi) shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee)

To appointment the Chairman of the Market & Events Committee.

To appointment the Vice Chairman of the Market & Events Committee.

2526/028 ITEM 28- Risk Management [Appendix 15](#)

(Financial Regulations 2.2. The Clerk/RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.)

To resolve to adopt the Risk Management documents.

2526/029 ITEM 29- Outside Bodies [Appendix 16](#)

(Standing Orders 5 j(x) Review of representation on or work with external bodies and arrangements for reporting back) Current arrangements are to provide a written report to be circulated for Full Council Meetings.

To appoint and approve representation on outside bodies and agree arrangements for reporting back.

2526/030 ITEM 30- Insurance [Appendix 17](#)

(Standing Orders 5 j(xiv) Confirmation of arrangements for insurance cover in respect of all insurable risks)

To confirm that the Council has the relevant required insurance cover in respect of all insurable risks.

2526/031 ITEM 31 - Complaints Procedure [Appendix 18](#)

(Standing Orders 5 j(xvi) Review of the Council's complaints procedure)

To review and adopt the Council's Complaints Procedure.

2526/032 ITEM 32- Data Protection Policies

(Standing Orders SO 5 j(xvii) Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation)

To review and adopt the Council's Policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.

Copies of all the below Policies and Procedures are available to view on the Councillor Shared Drive. If you would like a hard copy please contact the office.

Data Protection and Privacy Policies
The Data Protection Policy and Privacy Notice
Publication Scheme
Freedom of Information Policy
Information Systems Policy
Records Management Policy
Security Incident Policy

2526/033 ITEM 33- Media Policies [Appendix 19](#)

(Standing Orders 5 j(xviii) Review of the Council's policy for dealing with the press/media)

To review and adopt the Council's Policies in Media/Social Media.

2526/034 ITEM 34- Employment Policies and Procedures

(Standing Orders 5 j(xix) Review of the Council's employment policies and procedures)

To review and adopt the Council's employment Practices and Procedures.

Copies of all the below Policies and Procedures are available to view on the Councillor Shared Drive. If you would like a hard copy please contact the office.

Employment Policies
Lone Working Policy
Recruitment Policy
Induction Policy
Performance Improvement Policy
Disciplinary Policy- Updated 20 th March 2025
The Grievance Policy- Update 20 th March 2025
Remote Working Policy
Flexible Working Policy
Work Experience Policy
Volunteer Policy
Training and Development Policy
Emergency Dependants Leave Policy
Maternity Policy
Paternity Policy
Severe Weather Policy
Dignity at Work Policy Adopted 20 th March 2025
Annual Leave Policy
Sickness/Absence Policy

Whistle Blowing Policy
Menopause Policy- Adopted 14th Nov 2024
Sexual and General Harassment Policy- Adopted 14th Nov 2024

2526/035 ITEM 35- Code of Conduct and Councillor/Officer Protocol

[Appendix 20 and 21](#)

(Standing Orders 13a All Councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council)

To adopt the Code of Conduct and Councillor/Officer Protocol.

2526/036 ITEM 36- Policies and Procedures

To adopt the remaining Council Policies and Procedures, not listed under Standing Order 5, and to confirm that all Councillors know where to find copies of all Council Policies and Procedures.

Copies of all the below Policies and Procedures are available to view on the Councillor Shared Drive. If you would like a hard copy please contact the office.

Estates Policies
PPE Policy
COSHH Policy
Play Area Inspections
Working at a Height
Tree Policy
Biodiversity Policy
Pesticide Free Policy
Other Policies & Procedures
Safe Guarding/ Child & Vulnerable Adults Policy
Expenses Policy
Violent and Challenging Behaviour Policy
Mobile Phone Policy

Market Policy, including Severe Weather Procedure
Photography Policy
London Bridge Policy
Anti-Terrorism Policy
Health and Safety Policy
The Equality Policy
Business Continuity Policy
Community Engagement Policy- Adopted 20 th March 2025
Grant Awards Policy- Adopted 20 th March 2025
Annual Accounts & Governance Public Inspection Policy
Treasury Policy- Adopted 14 th Nov 2024
Co-option Policy- Adopted 16 th Jan 2025

2526/037 ITEM 37- Meetings Calendar [Appendix 22](#)

(Standing Orders 5 j(xxi) Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council)

To approve the calendar of meetings for the 2025/2026 year.

2526/038 ITEM 38- Forces Champion

To resolve to appoint a Forces Champion.

2526/039 ITEM 39- Annual Report

To receive and note the Annual Report.

The annual report is available to view on the council website:

[ANNUAL REPORT 202425.pdf](#)

2526/040 ITEM 40- Tarn Moor Trust [Appendix 23](#)

To confirm by resolution that the properties that are all currently in the Council's ownership as trustee for the Tarn Moor Estate are not owned by the Council directly. As custodians, we are transferring all assets that we are holding as custodians for the Trust to the Charity.

NYK384507 W Land on the West Side of Grassington Road, Skipton

NYK276719 W The Tarn Moor Estate, Skipton

NYK201116 W Land on the North Side of Lock Stock & Barrel, Coach Street,
Skipton

NYK304925 W 1, 3, 5, 9 and the Bar and Restaurant, Coach Street, Skipton

2526/041 ITEM 41- 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 Full Council is 17th July 2025