



# Skipton Town Council

8<sup>th</sup> January 2026

## 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 Budget Meeting of Skipton Town Council:

**Date:** 15<sup>th</sup> January 2026

**Time:** 7:00 pm

**Venue:** Craven Community Hub (Old Craven College Building, High Street, Skipton)

*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](mailto:louise@skiptontowncouncil.gov.uk)

[www.skiptontowncouncil.gov.uk](http://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**

**2526/095    ITEM 1 – Chairman’s Remarks**

To receive the Chairmans remarks

**2526/096    ITEM 2 – Reasons for Absence**

To resolve to accept the reasons for absence for any members unable to attend the meeting.

**2526/097    ITEM 3 – Declarations 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.

**2526/098    ITEM 4– Dispensations**

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

**2526/099    ITEM 5 – Representations from the 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

**2526/100    ITEM 6 – Minutes [Page 4-9](#)**

To approve the minutes of the Full Council meeting held on the 20<sup>th</sup> November 2025 and the 4<sup>th</sup> December 2025

**2526/101    ITEM 7 – Reports and Minutes from Committee and Sub committees  
Meetings [Appendix 1](#)**

To accept the minutes of the following committee meetings:

Market and Events 1<sup>st</sup> October 2025

**2526/102    ITEM 8 – Finance reports [Pages 10-11](#)**

To resolve to approve the budget to date ([Appendix 2](#)) , schedule of payments ([Appendix 3](#)), receipts ([Appendix 4](#) ), and bank reconciliations ([Appendix 5](#)).

**2526/103    ITEM 9 – Twinning**

To note that the group of Students from Simbach are visiting Skipton in March, all Councillors are invited to meet them on the 20<sup>th</sup> March at 2pm.

To discuss how the Town Council can play a more active role in promoting and supporting the relationship with its Twin Towns.

**2526/104    ITEM 10 – Renovation and Maintenance of the Cenotaph**

To consider the condition survey, and pricing estimates for the renovation of the Cenotaph. To resolve how the Council would like to move forward with this work.

**2526/105    ITEM 11– North Yorkshire Councillors**

To receive any reports or updates from the North Yorkshire Councillors representing Skipton.

**2526/106    ITEM 12- Outside Bodies**

To receive written reports before this meeting from representatives on outside bodies and to answer any queries under this item.

**2526/107    ITEM 13 – Community Safety**

To receive a verbal update from Cllr McDaid, the Chair of the working group. Minutes from the working group are available on the [Council website](#).

**2526/108    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 19<sup>th</sup> March 2026***

**Minutes of the Ordinary Budget Meeting of Skipton Town Council**  
**held in the meeting room of Craven Arts Building, Otley Street Wednesday 19<sup>th</sup>**  
**November 2025, 7.00 pm**

**Those Present.**

Chairman: Councillor W Feather (Mayor)

Councillor K McIntyre, Councillor L Morgan, Councillor S Bentley, Councillor D Noland, Councillor B McDaid, Councillor C Nash, Councillor R Heseltine, Councillor S Morton & Councillor P Madeley

Officers: Mrs L Close (Chief Officer)

Mrs J Dean (Deputy Clerk)

**2526/030 ITEM 1 – Chairman's Remarks**

Councillor Feather welcomed everybody to the meeting and the Engagements that he had attended were received and noted.

**2526/031 ITEM 2 – Reasons for absence**

Councillor A Heseltine, Councillor C Harbron, Councillor A Higgins, Councillor V Kettu all had prior commitments – reasons accepted.

Councillor J Woollacott missed the date – reasons accepted.

Councillor M Pickard was absent.

**2526/032 ITEM 3 – Declaration of Interest**

Councillors Madeley, McDaid, Morton – All members of the Broughton Road Community Centre which is a non-pecuniary interest in relation to the Finance Minutes.

**2526/033 ITEM 4 – Dispensation requests**

None requested

**2526/034 ITEM 5 – Representations from the public**

A member of the Civic Society had hoped to attend the meeting to raise concerns regarding the Chamber and mouse man furniture which is in the Town Hall and the lack of access and use of it. It was confirmed this was an agenda item further into the meeting.

**2526/035    ITEM 6 – Minutes**

Proposed by Councillor L Morgan, seconded by Councillor P Madeley, and resolved in favour that the minutes of the meeting held on 25<sup>th</sup> September 2025 were a true and accurate record of the meeting.

**2526/036    ITEM 7 – Reports and minutes from Committee and Sub-committee meetings**

Proposed by Councillor L Morgan, seconded by Councillor W Feather and resolved in favour to accept the minutes of the Market and Events Committee meeting on the 2<sup>nd</sup> July 2025.

Proposed by Councillor B McDaid, seconded by Councillor P Madeley and resolved in favour to accept the minutes of the Management and Staffing Committee meeting on the 14<sup>th</sup> August 2025.

Proposed by Councillor L Morgan, seconded by Councillor C Nash and resolved in favour to accept the minutes of the Finance Committee meeting on the 14<sup>th</sup> August 2025.

Proposed by Councillor K McIntrye, seconded by Councillor P Madeley and resolved in favour to accept the minutes of the Public Services Committee on 10<sup>th</sup> July 2025.

**2526/037    Item 8 - Finance reports**

The Chief Officer was asked to confirm the Election costs for the forthcoming budget meeting.

A meeting for next year's Gala would also be booked.

Discussions were held regarding the increasing need for Hostile Vehicle Mitigation systems to be provided for all road closure events and the budget implications of providing them. Councillor Madeley advised that he had completed research for concrete blocks to be used. The matter would be discussed further at the budget meeting.

The Chief Officer also advised members of the importance of ear marking any

reserves that they intended to carry forward.

Proposed by Councillor L Morgan, seconded by Councillor B McDaid and resolved in favour to approve the schedule of payments, the budget to date, the receipts and the bank reconciliations.

**2526/038    ITEM 9 – Saturday Road closures**

A Saturday Road closure was discussed, and the Chief Officer presented potential costs of implementing. It was all agreed not to pursue this idea further currently.

**2526/039    ITEM 10 – Petyt Library**

Councillor Nash advised that there is 24 boxes of Sylvester Petyt archives with the Petyt Library that she had catalogued. These might be moved to North Yorkshire Archives or if not stay with York University.

The Chief Officer confirmed that North Yorkshire Council had written to confirm that Skipton Town Council is recognised as the appropriate body for the library and this had been submitted to the Charity Commission. There would be a meeting called in January which will be held online.

**2526/040    ITEM 11 – Town Hall Council Chamber**

It was confirmed that Sir Julian Smith MP had approached both the Mayor and the Chief Officer at the remembrance parade to ask for an update of the situation of the use of the Chamber. He has since confirmed that he would like a meeting early next year to discuss approaching NYC to ask for it's availability.

Members agreed that it should be used and it was proposed by Councillor P Madeley, seconded by Councillor K McIntyre and resolved in favour to write to North Yorkshire Council.

**2526/041    ITEM 12 – North Yorkshire Councillors**

Councillor D Noland gave an update of matters relating to North Yorkshire

Council which at the time included budget provision for the next fiscal year.

**2526/042    ITEM 13 – Outside Bodies**

Councillor C Nash gave a verbal update regarding the Sylvester Petyt Library which had met recently to award a list of grants.

Councillor C Nash missed the last Selrap meeting, Councillor J Woollacott attend in her place but was not present at the meeting to provide a verbal update.

Councillor S Morton advised that the Climate Action group had some activities in the pipe line for 2026.

**2526/043    ITEM 14 – Community Safety working group**

Councillor McDaid gave an update on the working group, which mainly focused on the potential installation of a new temporary CCTV camera. Thanks were passed to Stacey Reffin and Sarah Howsen who had worked tirelessly on this matter.

Councillor L Morgan gave an update of the recent community meeting that he had chaired.

**2526/029    ITEM 15 – Notification of business for a future agenda**

Councillor K McIntrye advised that there were elderly and disabled people present at the meetings and requested we no longer held them at the Community hub as the rooms were too cold. The Officers advised that they would do their best to find an alternative accessible venue to use.

With no further business transacted, the meeting was closed at 20.20pm.

The next meeting of Full Council will be the Budget and Precept setting on 4<sup>th</sup> December at 7.00 pm. The venue to be confirmed.

**Minutes of the Ordinary Budget Meeting of Skipton Town Council  
held in the meeting room of Craven Arts Building, Otley Street, Skipton  
Thursday 4<sup>th</sup> December 2025, 7.00 pm**

**Those Present.**

Chairman: Councillor W Feather (Mayor)

Councillor K McIntyre, Councillor L Morgan, Councillor D Noland, Councillor C Nash,  
Councillor R Heseltine, Councillor S Morton, Councillor P Madeley, Councillor A Higgins &  
Councillor J Woollacott

Officers: Mrs L Close (Chief Officer)

Mrs H Marshall (Finance Manager)

**2526/044 ITEM 1 – Chairman's Remarks**

Councillor Feather welcomed everybody to the meeting.

**2526/045 ITEM 2 – Reasons for absence**

Councillor A Heseltine, Councillor S Bentley & Councillor M Pickard who were all suffering from illness.

Councillor V Kettu and Councillor B McDaid had prior work commitments.

**2526/046 ITEM 3 – Declaration of Interest**

None.

**2526/047 ITEM 4 – Dispensation requests**

None requested.

**2526/048 ITEM 5 – Representations from the public**

None in attendance.

**2526/049 ITEM 6 – Budget Setting**

Councillor Madeley advised that we had moved on in the last few years with savings in the budget, which have always been below inflation. The previous relation of precept to staff salaries was at 92% and now it is just over 50%.



However, the Town Council did need to make more investment in the town.

Councillor A Higgins proposed that the draft budget prepared and recommended by the Finance Committee be accepted, seconded by Councillor L Morgan.

Councillor Madeley advised that the budget had been discussed line by line, and the Events Committee would be looking at future events and awareness of future costs.

Councillor C Nash confirmed that she attended the Finance Committee and was pleased to agree to the budget presented.

The vote was taken and resolved in favour of adopting the draft budget.

**2526/050    ITEM 7 – Precept Setting**

Proposed by Councillor L Morgan, seconded by Councillor P Madeley, and resolved in favour to set the precept at £602,490, which is an increase of 4.02% which for a band D property is an increase of 33.96 per year.

**2526/051    ITEM 8 – Payments**

Proposed by Councillor L Morgan, seconded by Councillor P Madeley and resolved in favour to confirm the list of payments presented.

**2526/052    ITEM 9 – Notification of Business for a future agenda**

None raised at the meeting.

With no further business transacted, the meeting was closed at 19.15.

The next meeting of Full Council will be on Thursday, 15<sup>th</sup> January 2026.

Skipton Town Council  
15<sup>th</sup> January 2026 at 7.00pm

<b>Meeting:</b>	Full Council				<b>Date:</b>	18 <sup>th</sup> January 2026
<b>Paper Title:</b>	<b>Finance Reports</b>				<b>Agenda Item:</b>	<b>8</b>
<b>Author of Paper:</b>	Helen Marshall					
<b>Purpose of Paper:</b>	Information to note		Draft policy for feedback		Motion for Decision	x

<b>If For Decision, then give the Proposer and Seconder and the wording of the Substantive Motion that is to be considered:</b>	<p><i>Proposer:</i></p> <p><i>Seconder:</i></p> <p><i>Motion wording for the agenda:</i></p> <p>To approve the schedule of payments, bank reconciliations and the budget to date.</p>
<b>Implications: (if needed)</b>	<p><i>Financial: To ensure that proper practices are being followed</i></p> <p><i>Staffing: n/a</i></p> <p><i>Stakeholders &amp; Reputation: Approving Finances in line with the Council's Financial Regulations</i></p> <p><i>Provide a short statement about any positive or negative implications for either the Town Council or for our area or region</i></p>

<b>Executive Summary:</b> <b>Why is this coming to the Council or Committee?</b> <ul style="list-style-type: none"> <li>- Context</li> <li>- Timing (why now?)</li> </ul>	<p><i>Summary: 3- 4 sentences</i></p> <p><i>Provide a concise statement on why the paper is being presented along with any necessary background to the context and timing.</i></p> <p>Standing Item as per schedule 6 of the Financial Regulations adopted in May 2024</p>
<b>Key points:</b> <b>To include</b> <ul style="list-style-type: none"> <li>- Options</li> <li>- Challenges (including risks and threats)</li> <li>- Opportunities (including income, reputation, strategic intent and wider benefits e.g. local community or environment)</li> </ul>	<p><i>Included is the up-to-date budget for December 2025-26</i></p> <p><i>List of payments that will be paid, following approval at this meeting. Copies invoices and purchase orders are available to view.</i></p> <p><i>List of receipts. Where the list states 'Sales Receipt Page' these are comprised of Market Consent Fees, Bank Interest, Coach Street PC Donations, Heap Parkinson Homes recharge, S106 monies in relation to skip day at Middletown Allotment, Christmas Market traders invoice receipts and Christmas Markets Coach booking invoices.</i></p> <p><i>Bank Reconciliations with the corresponding bank balance statements.</i></p>

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15<sup>th</sup> January 2026 at 7.00pm

<b>Recommendation:</b>	<i>Specify what outcome or response is needed from the Council/Committee to this paper or motion.</i>  The Council/Committee is recommended to:  Approve (under delegated powers as a committee, or in Full Council)
<b>Appendices:</b>	<i>List in numerical order.</i> <i>Schedule of Payments</i> <i>Receipts</i> <i>Bank Reconciliations</i> <i>Budget</i>

Skipton Town Council  
15<sup>th</sup> January 2026 at 7.00pm

<b>Meeting:</b>	Full Council			<b>Date:</b>	15 <sup>th</sup> Jan 2026
<b>Paper Title:</b>	<b>Renovation and Maintenance of Cenotaph</b>			<b>Agenda Item:</b>	<b>10</b>
<b>Author of Paper:</b>	Mrs J Dean				
<b>Purpose of Paper:</b>	Information to note		Draft policy for feedback	Motion for Decision	X

<b>If For Decision then give the Proposer and Seconder and the wording of the Substantive Motion that is to be considered:</b>	<p><i>Proposer:</i></p> <p><i>Seconder:</i></p> <p><i>Motion wording for the agenda:</i></p> <p>To consider the condition survey, and pricing estimates for the renovation of the Cenotaph. To resolve how the Council would like to move forward with this work</p>
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<b>Executive Summary:</b> <b>Why is this coming to the Council or Committee?</b> <ul style="list-style-type: none"> <li>- Context</li> <li>- Timing (why now?)</li> </ul>	<p>The Public Services Committee commissioned a survey for assess the condition of the cenotaph (attached) to include recommendations for restoring it.</p> <p>Following the survey, the Public Services Committee submitted questions for clarifying certain aspects which were not included in the original pricing estimate such as the cost of traffic management and scaffolding.</p> <p>Below is the most recent correspondence from Hirst Conservation.</p> <p>Councils are asked to consider whether to move ahead with this project, and whether to manage the additional items itself, therefore not incurring the 15% administration charge from Hirst Conservation.</p>
<b>Recommendation:</b>	<p><i>Specify what outcome or response is needed from the Council/Committee to this paper or motion.</i></p> <p>The Council/Committee is recommended to:</p> <ul style="list-style-type: none"> <li>- <i>Make a decision</i></li> </ul>
<b>Appendices:</b>	<i>Condition Report</i>

Skipton Town Council  
15<sup>th</sup> January 2026 at 7.00pm

Dear Jenny

Happy New Year.

As discussed during our recent telephone conversation, please find below a summary of the potential additional costs and considerations related to traffic management council requirements, scaffolding.

Traffic Management

- The estimated traffic management fee is in the region of £1,000. This cost is determined by the Council and will depend on the agreed traffic management solution.
- The traffic management company will charge £155 for submitting the application, plus any additional fees required by the Council.

Scaffolding

- The scaffolding company will charge £400 for the pavement licence application, plus any additional fees imposed by the Council.
- If it is possible to erect the scaffold during standard daytime working hours (without overtime), the pavement licence application fee and scaffolding management fee (for an 8-week period, managed by the Council) would be in the region of £3,400 + VAT, rather than approximately £6,000 + VAT.

This would be subject to the Council's approval and agreement on the installation methodology and timing.

If we are instructed to coordinate and manage these elements on your behalf, an administration fee of 15% would apply.

It is important to note that many of these costs, as well as the overall method of securing the roundabout, will be dependent on the Council's acceptance and the solution they consider most appropriate. Possible measures may include:

- Concrete crash barriers or water/sand-filled barriers positioned outside the roundabout, which may result in a partial closure of the inner lane for the full duration of the works provisional £7,000 + VAT.
- Alternatively, lower-cost measures such as a temporary speed limit with speed control ramps and warning signage to make road users aware of the scaffolding.

Regarding the structural engineer, an alternative engineer Philp Jenkinson PAJ Design Souldution Ltd is not chartered but believes he already has an account with the Council. His quote was in the range of £650 + VAT

By comparison, the engineer we proposed is chartered and holds public liability insurance up to £250,000, which may help to ensure a smoother approval process with the Council.

Should the works be organised directly through the Council, some of the additional administrative costs on our side could potentially be avoided. We would, of course, still be able to assist and provide supervision during installation if required by additional daily/hour fee; however, where arrangements are handled by the Council, certain extra charges may not be necessary.

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Task	Sum
Prelims / Project management	£980.00
Health & Safety	£130.00
Site set up / dismantle	£780.00
Scaffolding supervision (note may be possible to include this with site set up time).	£680.00
Cleaning - Doff/ Thermatec to all stone and bronze elements (including paved platform and steps; 2 planters, 5 plaques 2 statues and bronze roundel)	£4,080.00
Removal of Shelter coat. Trials and removal of shelter coating. Estimate to be reassessed following trials.	£1,360.00
Stain removal. Affected stone below bronze elements and throughout. Area of poulticing required should be reassessed following general cleaning of stone.	£2,040.00
Pointing, to include all monument, paved platform and steps Assumed approximately 15 l/meters of re-pointing, including preparation of joints and mortar. lineage to be reassessed following cleaning of stone.	£2,040.00
Repairs with lime mortar. Assumed approximately including preparation of fractures and formulation of mortar. Assume 3 l/ metres of mortar repairs.	£1,360.00
Integration of uneven stone surface. Allow 5m <sup>2</sup> area (to be assessed following cleaning and stain removal)	£1,360.00
Fixing of screws	£390.00
Silicone seal to edge of plaques	£390.00
Waxing bronze plaques	£8,180.00
Lettering inscription (paint)	£2,060.00
Recording onsite	£300.00
Summary report	£520.00
<b>Total budget conservation works ex VAT</b>	<b>£26,650.00</b>
<b>Additional</b>	
Traffic management Council fee	£1,000.00
Heavy Duty Barrier traffic water filled protection delivery installation and removal 8 weeks hire, supervision by Hirst	£7,000.00
Traffic Management signs 2x 5 days delivery installation/ removal	£2,150.00
Structural Engineer chartered inspection, report	£1,200.00

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Barrier Heras scaffold protection installation/ removal	£2,500.00
Scaffolding to the War Memorial, Skipton High Street:	
All lifts boarded and accessible Pavement / other licenses netting / sheeting if required,	
Included weekly inspections, working shift over time due to road closure marketplace, Pavement License	£5,150.00
Traffic management Site maintenance check per call	£155.00
Apply for Permit with Council by Traffic management firm	£155.00
Traffic management per Call-out	£155.00
Water bowser rental, refill daily in places provided by council	£500.00
	£19,965.00
Hirst admin on additional 15%	£2,994.75
<b>Total additional works ex VAT</b>	<b>£22,959.75</b>
<b>Total works in range as options above ex VAT</b>	<b>£49,609.75</b>

Please note

- Budget costs do not allow any access costs; a tubular scaffold will be required.
- We have assumed we can have shared use of existing welfare facilities for the duration of our works. If this is not the case, alternative provision in accordance with CDM regulations will be required.
- We have allowed for normal working hours. Should out of hours working be required, this can be arranged (rate to be agreed in advance).
- Please note that the conservation treatment costs outlined above are valid for a period of six 6 months from the date of this email.

All additional costs (including but not limited to traffic management, scaffolding, structural engineering, council fees and associated applications) are valid for three 3 months only, in line with the validity periods provided by third-party suppliers.

The total project cost will be dependent on the selected option and may vary accordingly. The proposed costs include the preparation of a traffic management and safety plan, which must be approved by the Council, as well as the health and safety measures required to secure the roundabout for the duration of the works.

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Fees related to traffic management and safety measures are therefore provided as indicative ranges only and may change depending on the final scope, methodology and safety measures required or imposed by the Council following their review and site meeting.

Final costs can only be confirmed once all relevant approvals have been obtained and the required safety measures have been agreed.

If you have any questions, please me know.

Kind regards,

Kris Kaszewski