



Skipton Town Council

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, Judge, Courcier, Kettu & Higgins.

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

Date: 16th May 2024

Time: 7:00 pm

Venue: Council Chamber at Skipton Town Hall, 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

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.

The side access and lift will be available 15minutes prior to the start of the meeting for anyone who requires the use of the lift.

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

2425/001 **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 2024/2025 Civic Year

2425/002 **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.

2425/003 **ITEM 3 – Deputy Mayor**

To Elect the Deputy Mayor for the 2024/2025 Civic Year.

2425/004 **ITEM 4– Reasons for Absence**

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

To receive and note the attendance record.

2425/005 **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.

2425/006 **ITEM 6 – Dispensations**

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

- 2425/007** **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
- 2425/008** **ITEM 8– Minutes of the previous meeting**
(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 14th March 2024.
- 2425/009** **ITEM 9 – Reports and Minutes from Committee and Sub committees Meetings**
(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):
Finance Committee 13th Feb 2024
Management and Staffing Committee 13th Feb 2024
Audit, Scrutiny & Planning Committee 1st Feb 2024
Events & Market Committee 24th Jan 2024
- 2425/010** **ITEM 10 – Annual Governance Statement 2023/24**
To approve the Annual Governance Statement 2023/24 Section 1
- 2425/011** **ITEM 11 – Accounting Statements 2023/24**
To approve the Accounting Statements 2023/24 Section 2
- 2425/012** **ITEM 12 – Internal Audit**
To receive and note the Internal Audit Report
- 2425/013** **ITEM 13- Standing Orders**
(Standing Orders SO 5 j(ix) Review and adoption of appropriate standing orders and financial regulations)
To resolve to adopt the Standing Orders.
- 2425/014** **ITEM 14- Financial Regulations**
(Standing Orders SO 5 j(ix) Review and adoption of appropriate standing orders and financial regulations)
To resolve to adopt the Financial Regulations.

2425/015 **ITEM 15 – Delegation Arrangements under Local Government Act 1972 s101**

(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.

2425/016 **ITEM 16- 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, Audit, Scrutiny & Planning, Public Services, Market & Events and Management & Staffing.

2425/017 **ITEM 17- 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.

2425/018 **ITEM 18- 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.

2425/019 **ITEM 19- 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.

2425/020 ITEM 20- 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.

2425/021 ITEM 21- 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.

2425/022 ITEM 22- 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.

2425/023 ITEM 23- 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.

2425/024 ITEM 24- 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.

2425/025 ITEM 25- 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

2425/026 ITEM 26- 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.

2425/027 ITEM 27- Risk Management

(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.

2425/028 ITEM 28- Outside Bodies

(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.

2425/029 ITEM 29- Fairtrade Town

To resolve to reconfirm that Skipton Town Council continues to support Skipton being a Fairtrade Town.

2425/030 ITEM 30- Insurance

(Standing Orders 5 j(xii) 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.

2425/031 ITEM 31 - Complaints Procedure

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

To review and adopt the Council's Complaints Procedure.

2425/032 ITEM 32- Data Protection Policies

(Standing Orders SO 5 j(xiv) 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- Reviewed by A,S&P 2 nd May 24
Publication Scheme- Reviewed by A,S&P 2nd May 24
Freedom of Information Policy- Reviewed by A,S&P 2nd May 24
Information Systems Policy- Reviewed by A,S&P 2nd May 24
Records Management Policy- Reviewed by A,S&P 2nd May 24
Security Incident Policy- Reviewed by A,S&P 2nd May 24

2425/033 ITEM 33- Media Policies

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

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

2425/034 ITEM 34- Employment Policies and Procedures

(Standing Orders 5 j(xvi) 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
The Grievance Policy
Remote Working Policy
Flexible Working Policy
Work Experience Policy
Volunteer Policy
Training and Development Policy
Emergency Dependants Leave Policy
Maternity Policy- Reviewed by Management & Staffing 18th Feb 2024
Paternity Policy- Reviewed by Management & Staffing 18th Feb 2024
Severe Weather Policy Reviewed by Audit & Scrutiny 2nd Nov 2023
Bullying and Harassment Policy
Annual Leave Policy
Sickness/Absence Policy
Whistle Blowing Policy

2425/035 **ITEM 35- Code of Conduct and Councillor/Officer Protocol**

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

2425/036 **ITEM 36- Polices 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 Approved at FC 14th March 2024
Pesticide Free Policy- Approved September 2023
Other Policies & Procedures
Safe Guarding/ Child & Vulnerable Adults Policy- Reviewed by Audit & Scrutiny 2nd Nov 2023
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- Reviewed by A&S 7th July 2022
The Equality Policy
Business Continuity Policy
Annual Accounts & Governance Public Inspection Policy- Adopted 23rd June 2023

2425/037 ITEM 37- Meetings Calendar

(Standing Orders 5 j(xviii) 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 2024/2025 year.

2425/038 ITEM 38- Community Fund

To resolve to adopt the process and application form the Community Fund, as approved by the Finance Committee on the 18th April 2024.

2425/039 ITEM 39- Forces Champion

To resolve to appoint a Forces Champion.

2425/040 ITEM 40- Civic Events

To receive and note the following Civic Events for the 2024/25 year, and to approve the purchase of a wreath for these occasions.

Armed Forces Day 29th June- to be included with Sheep Day on the 30th June

D Day, 80 year commemorations 6th June 2024

Falklands Day 14th June 2024

VJ Day 15th August 2024

Merchant Navy Day 3rd September 2024

Remembrance Day 11th Nov 2024, Parade Sunday 10th Nov 2024

VE Day May 8th 2025

2425/041 ITEM 41- Annual Report

To receive and note the Annual Report.

2425/042 ITEM 42- 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 the **21st May at 18:30pm** 2024*