



Skipton Town Council

10th July 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: 17th July 2025

Time: 7:00 pm

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

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

2526/042 ITEM 1 – Chairman’s Remarks

To receive the Chairmans remarks

To receive and note the engagements attended by the Mayor to date- [Page 4](#)

2526/043 ITEM 2 – Reasons for Absence

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

2526/044 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.

2526/045 ITEM 4– Dispensations

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

2526/046 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

2526/047 ITEM 6 – Minutes [Pages 5-11](#)

To approve the minutes of the Full Council meeting held on the 15th May 2025

2526/048 ITEM 7 – Finance reports [Page 12-13, and Appendices 1-4](#)

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

2526/049 ITEM 8– Internal Auditor [Appendix 5](#)

To resolve to appoint the Internal Auditor for 2025/26

2526/050 ITEM 9– Local Council Award Scheme

To note that the Council has been successful in achieving the Silver Award on the Local Council Award Scheme.

2526/051 ITEM 10 – Planning Application **Appendix 6 & 7**

To consider planning application number ZA25/27069/FUL, and resolve any comments to be submitted to North Yorkshire Council.

Full details of the application can be found online:

[ZA25/27069/FUL | Hybrid planning application seeking: \(1\) full planning permission for the erection of a food store \(Use Class E\) with associated access, parking and landscaping areas; and \(2\) outline planning permission for the erection of employment units \(Use Classes E\(g\), B2 and B8\) with associated access, parking and landscaping areas \(with all matters except access into the site reserved for future consideration\). | Land Off Wyvern Way Skipton North Yorkshire](#)

2526/052 ITEM 11 – North Yorkshire Councillors

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

2526/053 ITEM 12- Outside Bodies

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

2526/054 ITEM 13 – Community Safety

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

2526/055 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.

The next meeting of Full Council is the 18th September 2025

Mayor of Skipton 2025/26

The following Dates are events attended by the Mayor or Deputy Mayor

DATE	EVENT	PLACE
1 st June	Car Show	Skipton High Street
14 th June	Skipton Gala	Parade and Aireville Park
15 th June	Royal British Legion Chairman's Lunch	Skipton Golf Club
21 st June	Independence Day Celebrations	Menwith Hill
24 th June	Craven College 200 th Anniversary Celebrations and Tree planting	Craven College
29 th June	Sheep Day and Armed Forces Day	Skipton High Street
30 th June	Apprentice Lunch	Craven College
3 rd July	Opening of Edinburgh Woolen Mill, Bon Marche and Peacocks	Skipton High Street

**Minutes of the Annual Meeting of Skipton Town Council held at Belle Vue Square office,
Skipton on Thursday, 15th May 2025 at 7.00 pm**

Those Present.

Chairman: Councillor C Nash (Presiding Mayor)
Councillor Morgan, Councillor Feather, Councillor Madeley, Councillor A Heseltine,
Councillor Harbron, Councillor R Heseltine, Councillor Nash, Councillor McIntyre,
Councillor Kettu, Councillor Pickard, Councillor Morton & Councillor Woollacott.

Officers: Mrs L Close (Chief Officer), Mrs J Dean (Deputy Clerk)
Mrs H Marshall (Finance Manager)

Reporter from the Craven Herald
Members of the public

Councillor C Nash, presiding Mayor, held a one-minute silence in memory of former
Town Councillor Mr P Whittaker.

2526/001 ITEM 1 – Election of Mayor for the 2025/2026 civic year

Councillor W Feather
Proposed by Councillor R Heseltine
Seconded by Councillor P Madeley
Resolved in favour

RESOLVED that Councillor W Feather be elected Town Mayor for 2025/26

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

Read and signed at the meeting.

Councillor W Feather then presented Councillor C Nash with her former Mayor's
badge.

2526/003 ITEM 3 – Election of Deputy Mayor for the Civic Year 2025/26

Councillor A Heseltine was proposed by Councillor P Madeley & seconded by
Councillor Harbron to the position of Deputy Mayor

RESOLVED in favour that Councillor A Heseltine is elected Deputy Mayor for
2025/26.

2526/004 ITEM 4 - To accept apologies for absence.

Councillor McDaid and Councillor Higgins who had prior engagements.
Reasons accepted.

2526/005 ITEM 5 – Disclosures of Interest

Councillor K McIntyre and Councillor R Heseltine – Tarn Moor trust
Neither member took any part of the discussions or voting for the Tarn Moor trust
agenda item.

- 2526/006** **ITEM 6 – Dispensations Requests**
None received.
- 2526/007** **ITEM 7 - Representations from public**
None present.
- 2526/008** **ITEM 8 – Minutes of the previous meeting**
Proposed by P Madeley
Seconded by C Harbron
RESOLVED in favour that the minutes of the Full Council meeting held on 20th March 2025 are a true and accurate record of the meeting.
- 2526/009** **ITEM 9 - Reports and Minutes from Committees and Sub Committees**
Proposed by Councillor P Madeley, seconded by Councillor L Morgan, and resolved in favour to accept the minutes of the Market and Events Committee held on 22nd January 2025.
Proposed by Councillor P Madeley, seconded by Councillor L Morgan, and resolved in favour to accept the minutes of the Management and Staffing Committee held on 13th February 2025.
- 2526/010** **ITEM 10 – Finance reports**
Proposed by Councillor C Nash
Seconded by Councillor L Morgan
Resolved to approve the schedule of payments, receipts, bank reconciliations, and the budget to date.
- 2526/011** **ITEM 11 – Annual Governance Statement 2025/26**
Proposed by Councillor C Nash, seconded by Councillor P Madeley and resolved in favour to approve Section 1 of the Annual Governance Statement 2025/26.
- 2526/012** **ITEM 12 – Accounting Statements 2025/26**
Proposed by Councillor K McIntyre, seconded by Councillor M Pickard, and resolved in favour to approve Section 2 of the accounting statements 2025/26.
- 2526/013** **ITEM 13 – Internal Audit**
Proposed by Councillor L Morgan, seconded by Councillor K McIntyre, and **resolved** to accept the internal audit, with congratulations passed to the finance team.
- 2526/014** **ITEM 14 – Standing Orders**
Councillor C Nash advised that people should stand when speaking at full council meetings as stated in section 3i, or this should be removed, proposed by Councillor C Nash, seconded by Councillor M Pickard, and resolved to remove section 3i.
Proposed by Councillor L Morgan, seconded by Councillor P Madeley
Resolved in favour of adopting Standing Orders.
- 2526/015** **ITEM 15 – Financial Regulations**
Proposed by Councillor L Morgan
Seconded by Councillor K McIntyre
RESOLVED in favour to adopt the financial regulations.

- 2526/016** **ITEM 16 – Delegation Arrangements under Local Government Act 1072, s101**
In accordance with SO5j, the following review of delegated functions was resolved.
Proposed by Councillor P Madeley
Seconded by Councillor L Morgan
RESOLVED in favour for the delegated arrangements to the following standard committees, and to adopt the Scheme of Delegation.
Finance Committee
Audit, Scrutiny & Planning Committee
Public Services Committee
Market & Events Committee
Management and Staffing Committee
- 2526/017** **ITEM 17 – Committee Terms of Reference**
To confirm the previously circulated Terms of Reference for the Council's Committees.
Proposed by Councillor S Bentley
Seconded by Councillor L Morgan
RESOLVED in favour to adopt the terms of reference.
- 2526/018** **ITEM 18 – Membership of Finance Committee**
Proposed by Councillor P Madeley
Seconded by Councillor S Morton
RESOLVED to approve the membership of the following Councillors to the Finance Committee, Councillors Madeley, Judge, R Heseltine, Nash, McIntyre, Morton, Morgan, and Higgins.
- 2526/019** **ITEM 19 – Chairman and Vice Chairman of the Finance Committee**
Proposed by Councillor P Madeley
Seconded by Councillor S Bentley
RESOLVED that Councillor L Morgan be appointed chairman of this committee.
- Proposed by Councillor J Woollacott, seconded by Councillor S Morton, to appoint Councillor C Nash as Vice Chair.
Proposed by Councillor P Madeley, Seconded by Councillor L Morgan to appoint Councillor R. Heseltine as Vice Chair.
6 votes taken for Councillor Heseltine
8 votes taken for Councillor Nash.
- RESOLVED** that Councillor C Nash be appointed Vice Chairman of this committee.
- 2526/020** **ITEM 20 –Membership of the Audit, Scrutiny and Planning Committee**
Proposed by Councillor S Morton
Seconded by Councillor L McIntyre
RESOLVED that the following Councillors be appointed to this committee –
Councillor B McDaid, Bentley, Feather, A Heseltine, C Harbron, M Pickard, & Kettu.
- 2526/021** **ITEM 21 – Chairman and Vice Chairman of Audit, Scrutiny and Planning Committee**

Proposed by Councillor P Madeley

Seconded by Councillor L Morgan

RESOLVED that Councillor Harbron be appointed Chairman of the Audit, Scrutiny and Planning Committee.

Proposed by Councillor C Nash

Seconded by Councillor C Harbron

RESOLVED that Councillor B McDaid be appointed Vice Chairman of Audit, Scrutiny and Planning Committee.

2526/022 ITEM 22 – Membership of the Public Services Committee.

Proposed by Councillor P Madeley

Seconded by Councillor L Morgan

RESOLVED that the terms of reference be changed to increase membership to 9 and the following Councillors be appointed to the Public Services Committee, Councillors Bentley, Nash, Madeley, McIntyre, A Heseltine, McDaid, Pickard, Woollacott & Morgan.

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

Proposed by Councillor L Morgan

Seconded by Councillor S Bentley

RESOLVED that Councillor K McIntyre be appointed Chairman of this Committee.

Proposed by Councillor P Madeley

Seconded by Councillor K McIntyre

RESOLVED that Councillor L Morgan be appointed Vice Chairman of the Public Services Committee.

2526/024 ITEM 24 – Membership of the Management and Staffing Committee.

Proposed by Councillor P Madeley

Seconded by Councillor K McIntyre

RESOLVED to approve the membership of the following Councillors to this Committee, Councillors Bentley, Feather, Madeley, McIntyre, Morton, Morgan McDaid, and Higgins.

2526/025 ITEM 25 – Chairman and Vice Chairman of the Management and Staffing Committee.

Proposed by Councillor K McIntyre

Seconded by Councillor S Morgan

Resolved that Councillor B McDaid be appointed Chairman of this committee.

Proposed by Councillor C Nash

Seconded by Councillor J Woollacott

RESOLVED unanimously that Councillor Morton be appointed Vice Chairman of this committee.

2526/026 ITEM 26 – Membership of the Markets and Events Committee

Proposed by Councillor K McIntyre

Seconded by Councillor L Morgan

RESOLVED that the following Councillors be appointed to the Market and Events Committee: Councillors Bentley, Madeley, Feather, Noland, Morgan, Kettu, McIntyre, and Harbron.

2526/027 ITEM 27 – Chairman and Vice Chairman of the Market and Events Committee.

Proposed by Councillor W Feather

Seconded by Councillor C Nash

RESOLVED that Councillor P Madeley be appointed chairman of this Committee.

Proposed by Councillor W Feather

Seconded by Councillor S Bentley

RESOLVED that Councillor W Feather be appointed Vice Chairman of this Committee.

2526/028 ITEM 28 – Risk Management

Proposed by Councillor L Morgan

Seconded by Councillor S Bentley

RESOLVED to adopt the Risk Management document.

2526/029 ITEM 29 – Outside Bodies

John Rimmington Trust

Proposed by Councillor K McIntyre, seconded by Councillor L Morgan

Resolved to appoint Councillors Nash, Morton, and Morgan

Craven Museum

Proposed by Councillor L Morgan, seconded by Councillor W Feather

Resolved to appoint Councillors Morgan, McDaid, Madeley and Nash.

Greatwood & Horse Close Estate Committee

Proposed by Councillor P Madeley, seconded by Councillor K McIntyre

Resolved to appoint Councillor L Morgan.

Yorkshire Local Councils Association

Proposed by Councillor P Madeley, seconded by Councillor L Morgan

Resolved to appoint Councillors Harbron and McDaid.

Coulthurst Craven Sports Centre

Proposed by Councillor L Morgan, seconded by Councillor C Nash

Resolved to appoint Councillor B McDaid.

SELRAP

Proposed by Councillor P Madeley, seconded by Councillor S Morton

Resolved to appoint Councillor C Nash.

Fairtrade

Proposed by Councillor L Morgan, seconded by Councillor S Bentley

Resolved to appoint Councillor Nash and McIntyre.

Sylvester Petyt

Proposed by Councillor S Bentley, seconded by Councillor L Morgan

Resolved to appoint Councillors Madeley, R Heseltine and Nash.

St Thomas Charity

Proposed by Councillor S Bentley, seconded by Councillor K McIntyre

Resolved to appoint Councillors Woollacott and Pickard.

2526/030 **ITEM 30 – Insurance**

Received and noted that all the Council's relevant insurance documents are in place.

2526/031 **ITEM 31 – Complaints Procedure**

Proposed by Councillor L Morgan

Seconded by Councillor J Woollacott

Resolved the Council's complaint procedure was reviewed and adopted.

2526/032 **ITEM 32 – Data Protection Policies**

Proposed by Councillor P Madeley

Seconded by Councillor K McIntyre

Resolved that the Council's Policies, procedures and practices in respect of its obligation under freedom of information and data protection legislation were reviewed and adopted.

2526/033 **ITEM 33 – Media Policies**

Proposed by Councillor P Madeley

Seconded by Councillor V Kettu

Resolved that the Council's media / social media policies were reviewed and adopted.

2526/034 **ITEM 34 – Employment Policies and Procedures**

Proposed by Councillor K McIntyre

Seconded by Councillor S Morton

Resolved that all Council Employment policies and procedures were reviewed and adopted.

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

Proposed by Councillor L Morgan

Seconded by Councillor V Kettu

Resolved to adopt the Code of Conduct / Officer Protocol.

2526/036 **ITEM 36 – Policies and Procedures**

Proposed by Councillor A Heseltine

Seconded by Councillor L Morgan

Resolved all remaining Council Policies and Procedures, not listed under Standing Order 5, were adopted, and confirmed all Councillors know where to find copies of all Council Policies and Procedures.

2526/037 **ITEM 37 – Meetings Calendar**

Proposed by Councillor P Madeley

Seconded by Councillor L Morgan

Resolved that the Calendar of meetings was approved.

2526/038 ITEM 38 – Forces Champion

Proposed by Councillor K McIntyre

Seconded by Councillor C Nash

Resolved to appoint Councillor S Bentley Forces Champion.

2526/039 ITEM 39 – Annual Report

The Annual Report was received and noted.

2526/040 ITEM 40 – Tarn Moor Trust

Proposed by Councillor C Nash, seconded by Councillor P Madeley, and **resolved** in favour to complete the transfer documents as Custodian trustees transferring all assets to the Charitable trust.

2526/041 ITEM 41 – Notification of Business for a Future Agenda

With no further business discussed, the meeting closed at 20.02pm.

Skipton Town Council
17th July 2025 at 7.00pm

Meeting:	Full Council				Date:	17 th July 2025
Paper Title:	Finance Reports				Agenda Item:	7
Author of Paper:	Helen Marshall					
Purpose of Paper:	Information to note		Draft policy for feedback		Motion for Decision	x

If For Decision, then give the Proposer and Seconder and the wording of the Substantive Motion that is to be considered:	<p><i>Proposer:</i></p> <p><i>Seconder:</i></p> <p><i>Motion wording for the agenda:</i></p> <p>To resolve to approve the budget to date, schedule of payments, receipts, and bank reconciliations</p>
Implications: (if needed)	<p><i>Financial: To ensure that proper practices are being followed</i></p> <p><i>Staffing: n/a</i></p> <p><i>Stakeholders & Reputation: Approving Finances in line with the Council's Financial Regulations</i></p>

Executive Summary: Why is this coming to the Council or Committee? <ul style="list-style-type: none"> - Context - Timing (why now?) 	<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>
Key points: To include <ul style="list-style-type: none"> - Options - Challenges (including risks and threats) - Opportunities (including income, reputation, strategic intent and wider benefits e.g. local community or environment) 	<p><i>Included is the up-to-date budget for June 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, Allotment Holders Key Deposits, Allotment Holders Rent, Park & Ride donations from Sheep Day.</i></p> <p><i>Bank Reconciliations with the corresponding bank balance statements.</i></p>

Skipton Town Council
17th July 2025 at 7.00pm

Recommendation:	<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)
Appendices:	<i>List in numerical order.</i> <i>Schedule of Payments</i> <i>Receipts</i> <i>Bank Reconciliations</i> <i>Budget</i>