



Skipton Town Council

13th March 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, Judge, Kettu, Higgins & Pickard

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

Date: Thursday 20th March 2025

Time: 7:00pm

Venue: North Yorkshire Council Office, Belle Vue Square, Broughton Road, BD23 1FJ

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

2425/133 ITEM 1 – Chairman’s Remarks

To receive the Chairmans remarks

To receive and note the engagements attended by the Mayor to date. [Page 5](#)

2425/134 ITEM 2 – Reasons for Absence

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

2425/135 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.

2425/136 ITEM 4 – Dispensations

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

2425/137 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

2425/138 ITEM 6– Co-option [Appendix 1](#)

To resolve to approve the co-option of one candidate to serve as Councillor to fill the vacancy in the East Ward of Skipton Town Council in accordance with the agreed Co-option Policy

Candidates will each be given a maximum of 5 minutes to address the meeting, this will be done in alphabetical order prior to voting taking place.

Candidates are: A Iveson, M McEwan, A Mudd, D Shaw and J Woollacott

2425/139 ITEM 7– Committee Membership

To resolve to fill the vacancies on the Finance Committee and the Audit, Scrutiny and Planning Committee.

2425/140 **ITEM 8 – Minutes** [Pages 6-10](#)

To approve the minutes of the Full Council meeting held on the 16th January 2025

2425/141 **ITEM 9– Reports and Minutes from Committee and Sub committees Meetings**
[Appendix 2](#)

To receive and note the minutes of the following committees and subcommittees. These minutes are for information, and have been approved by the relevant committee:

- Audit, Scrutiny & Planning Sep 12th 2024
- Market & Events 9th Oct & 13th Nov 2024
- Public Services Committee 28th Nov 2024
- Finance Committee 17th Oct 2024
- Managements & Staffing 17th Oct 2024

2425/142 **ITEM 10 – Finance reports** [Appendix 3](#)

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

2425/143 **ITEM 11 – Community Grant Applications** [Pages 11-13](#)

To consider the additional information supplied by applicants to the Community Grant scheme as requested by the Finance Committee, and to resolve whether to approve the applications.

- Community Sports Hub [Appendix 4](#)
- Skipton Pride [Appendix 5](#)

2425/144 **ITEM 12 – Tarn Moor** [Pages 14-17](#)

To receive the report from the solicitor, and to resolve to agree a response to the points raised

2425/145 **ITEM 13- Policies**

To resolve to adopt the following new policies:

Grant Award Policy -Recommended by the Finance Committee [Appendix 6](#)

Community Engagement Policy [Appendix 7](#)

Dignity at Work Policy [Appendix 8](#)

Grievance and Disciplinary Policies- Recommended by Management & Staffing
[Appendix 9](#)

2425/146 **ITEM 14 – North Yorkshire Councillors**

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

2425/147 ITEM 15– Outside Bodies

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

2425/148 ITEM 16- 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](#).

To receive a verbal update from the Deputy Clerk from the recent litter pick at Raikes Road Recreation Ground, and to note that the next litter pick is on the 28th March 12:30pm at Skipton Bus Station.

2425/149 ITEM 17 – Local Council Award Scheme [Page 18-22](#)

To resolve that the Council confirms that it meets the criteria for the Bronze Award and that the required documentation, information and conditions are in place for the Silver Award, and that these are published on the Council's website, where applicable.

To approve the cost of £150.00 to apply for the Award

2425/150 ITEM 18 – Car Club

To receive information from Cllr Noland regarding his proposals for a car club.

2425/151 ITEM 19 - 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 15th May 2025

Agenda Item 1

The following Dates events were attended or have been scheduled to be attended by the Mayor or Deputy Mayor since the Full Council on the 16th January 2025:

24th January 2025- Vigil for International Holocaust Day

1st February- Service Ripon Cathedral

7th March- World Day of Prayer Service Skipton Baptist Church

14th March- Bradford Keighley & Skipton Disability Athletics Annual AGM & Awards Presentation Evening

21st March- Simbach students visiting Skipton with Ermysteds

Minutes of the Ordinary Meeting of Skipton Town Council held in the meeting room of North Yorkshire Offices at Belle Vue Square on Thursday 17th January 2025, 7.00pm

Those Present.

Chairman: Councillor C Nash (Mayor)

Councillor K McIntyre, Councillor L Morgan, Councillor W Feather, Councillor P Madeley, Councillor R Heseltine, Councillor A Heseltine, Councillor C Harbron, Councillor V Kettu, Councillor S Morton & Councillor D Noland.

Officers: Mrs L Close (Chief Officer), Mrs J Dean (Deputy Clerk),

Press: A reporter from the Craven Herald

2425/106 ITEM 1 – Chairmans Remarks

Councillor Nash welcomed everybody to the meeting.

Councillor Nash asked that if any members were interested in taking a trip to the twin town then to let her know and she would progress this.

The events attended by the mayor to date were received and noted.

2425/107 ITEM 2 – Reasons for absence

Councillor A Higgins who had work commitments and Councillor S Bentley who had a prior engagement – reasons accepted

2425/108 ITEM 3 – Declaration of Interest

None

2425/109 ITEM 4 – Dispensation requests

None received.

2425/110 ITEM 5 – Representations from public

None

2425/111 ITEM 6 – Minutes

Proposed by Councillor P Madeley, seconded by Councillor S Morton and resolved in favour, that the minutes of the full council meeting held on the 14th of November and the 5th of December 2024 were a true and accurate record of the meeting.

2425/112 ITEM 7 – Reports and minutes from the Committee and Subcommittee meetings

The minutes of the following committees and subcommittees were received noted and approved.

Public Services Committee 26th September 2024 - Proposed by Councillor K McIntyre, seconded by Councillor L Morgan – *accepted*

2425/113 ITEM 8 – Finance reports

Proposed by Councillor K McIntyre, seconded by Councillor S Morton and resolved in favour to approve the schedule of payments, receipts, bank reconciliations and the budget to date.

2425/114 ITEM 9 – Annual Town Meeting

Proposed by Councillor P Madeley, seconded by Councillor R Heseltine and resolved in favour to hold the Annual Town Meeting on the 15th of May at 5.30pm.

2425/115 ITEM 10 – New Policies

Proposed by Councillor P Madeley, seconded by Councillor S Morton and resolved in favour to adopt the Co-option policy as recommended by Audit, Scrutiny and Planning committee.

Proposed by Councillor W Feather, seconded by Councillor B McDaid and resolved in favour to adopt the Appraisal policy as recommended by Management and Staffing Committee.

2425/116 ITEM 11 – Co-option timeline

Proposed by Councillor L Morgan, seconded by Councillor S Morton and resolved in favour to advertise the position from the 17th January to the 28th February 2025, with co-option taking place at the Full Council meeting on the 20th March 2025.

2425/117 ITEM 12 – North Yorkshire Councillors

Councillor Heseltine advised that there were excellent updates in the Craven Herald and he had nothing further to add.

Councillor Noland gave the following updates.

- The cost of hiring the Town Hall for non-for-profit groups is discounted by 30%
- A VAS has been ordered for Grassington Road and there was a strong possibility that the speed limit for this road is being extended further along.
- Discussions were held regarding Gargrave Road and the 20mph speed limit.
- Strong budget cuts impending throughout North Yorkshire Council.

2425/118 ITEM 13 – Outside Bodies

Councillor C Nash circulated a written report from her representation on Selrap.

The Chief officer was asked to write again to the NY Mayor reiterating the support for Selrap and to ask for action to be taken. Copies would also be sent to the transport minister and the West Yorkshire Mayor.

2425/119 ITEM 14 – Community Safety Working Group

Councillor McDaid gave an update of the Community Safety Working Group latest meeting and the work it was undertaking. All minutes of the meeting are on the Town Council website.

2425/120 ITEM 15 – Community Hub

Discussions were held regarding the building on the High Street that was being proposed as a Community Hub, which also had potential for new council offices. Members who would like to be more involved in this project were asked to contact Councillor McDaid. The Chief Officer would continue discussions regarding the potential office space.

2425/121 ITEM 16 – Land Registration

Proposed by Councillor P Madeley, seconded by Councillor S Morton and resolved in favour to complete the registration of land as advised by the solicitors.

2425/122 ITEM 17 – Active Travel Plan

Councillor S Morton spoke to members regarding the recent workshop and subsequent presentation regarding active travel in Skipton.

Proposed by Councillor S Morton, seconded by Councillor C Harbron and resolved in favour to form a working group for a period of 2 years to work with key partners who had attended the Active Travel Workshop and to consider both low-cost options and longer-term options aimed at increasing active travel within Skipton. The following members of Council were appointed to the working group, Councillor McDaid, Harbron, Morton and Pickard.

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With no further business transacted the meeting was closed at 20.15pm.

The next meeting of Full Council will be held on 20th March 2025, at the North Yorkshire Council offices at Belle Vue Square.

Skipton Town Council
20th March 2025 at 7.00pm

Meeting:	Full Council				Date:	20 th March 2025
Paper Title:	Community Grant Applications				Agenda Item:	11
Author of Paper:	Chief Officer					
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 consider the additional information supplied by applicants to the Community Grant scheme as requested by the Finance Committee, and to resolve whether to approve the applications.</p> <ul style="list-style-type: none"> • Community Sports Hub • Skipton Pride
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Executive Summary: Why is this coming to the Council or Committee? <ul style="list-style-type: none"> - Context - Timing (why now?) 	<p>Two Community Grant Applications were discussed at the last Finance Committee. The applicants were asked for further information to be considered by Full Council so that a decision can be made before the end of the financial year.</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>Finance Committee on the 13th Feb:</i></p> <p><i>2425/041 ITEM 9 – Community Grant scheme</i></p> <p><i>An application for funding was received from Skipton Pride.</i></p> <p><i>The following further information was asked to be submitted, and the application would be represented at Full Council.</i></p> <ol style="list-style-type: none"> <i>1.Copy of governance or Terms of reference</i> <i>2. 3 Estimate should be provided</i> <i>3.What is the plan for offsetting carbon, the application states it can be done but not how.</i> <i>4.Accessibility toilet provision</i> <i>5.Governance – only the application listed as a director.</i>

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	<p><i>6. Large amount of transaction going in and out on the bank statement, what is this for.</i></p> <p><i>7. Confirmation of the funding channels used and the outcome.</i></p> <p><i>An application was received from Skipton Community Sports hub</i></p> <p><i>The following further information was asked to be submitted, and the application would be represented at Full Council.</i></p> <p><i>1. Confirmation of when the Morrisons grant is awarded and the timescales against our 4-month expiry limit. Is there a contingency plan in place.</i></p> <p><i>2.3 estimates have not been submitted.</i></p> <p><i>3. Councillor Hesletine advised that Page 4 of the independent examiners report did not clearly define the names of the signatures, and these needed to be confirmed.</i></p> <p><i>4. Councillor Hesletine stated that Mr M Birks is a labour party member, and the criteria specifically states that any political links should be declared.</i></p> <p><i>Members will find included in their papers a copy of a revised application from Skipton Pride, the original application from the Community Hub with some further information received from them below.</i></p>
Recommendation:	<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> <p>Approve (under delegated powers as a committee, or in Full Council)</p>
Appendices:	<p><i>List in numerical order.</i></p>

Queries sent to the Community Hub, with responses.

Confirmation of when the Morrisons grant is awarded and the timescales against our 4-month expiry limit. Is there a contingency plan in place.

- 1) *There has been no reply to the Morrisons application and they state that only successful projects will be notified, so we have been unsuccessful. I can confirm that the works would be completed within the 4 month expiry limit. A loan from both Skipton Cricket Club & Skipton Juniors FC is the contingency plan.*

3 estimates have not been submitted

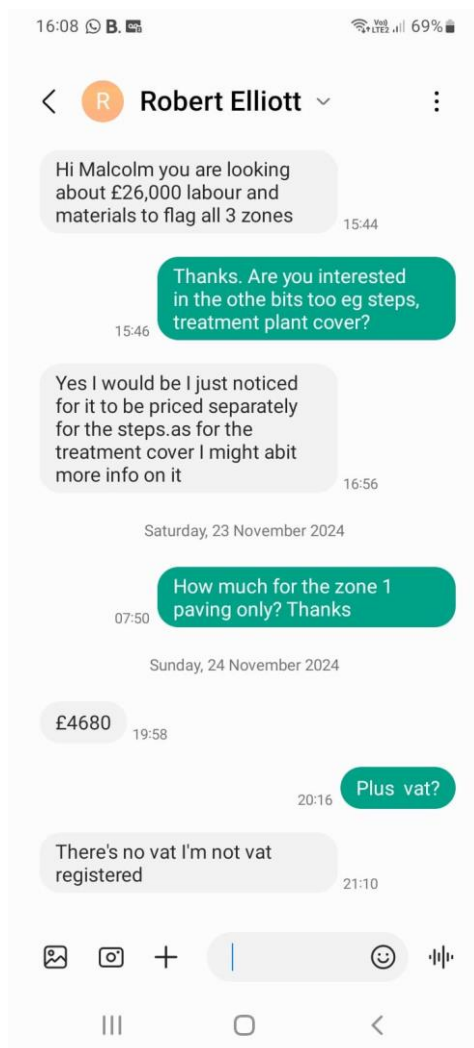
- 2) *In my application email I stated that we had real issues with obtaining three quotes from local contractors. We did in fact receive three quotes after a struggle but one of them was just an amount via a text, not on an official letter headed paper from the contractor. Is it ok with two quotes?*

Councillor Hesletine advised that Page 4 of the independent examiners report did not clearly define the names of the signatures, and these needed to be confirmed.

- 3) *Chris Kendrew and overseen by Adam Dutton*

Councillor Hesletine stated that Mr M Birks is a labour party member, and the criteria specifically states that any political links should be declared.

- 4) *This was an oversight by myself rushing to complete the form...my apologies. I see it is point 12 on the criteria information and I can confirm that Malcolm Birks is a Labour Party candidate but he was not in this position when the charity was formed.*



Meeting:	Full Council	Date:	20 th March
Paper Title	Tarn Moor Trust	Agenda Item:	12
Author of Paper:	Louise Close		
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><i>To receive the report from the solicitor and to resolve to agree a response to the points raised.</i></p>
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Executive Summary: Why is this coming to the Council or Committee?	<p><i>It was raised at a Full Council meeting in September 2024, that when the Tarn Moor Trust asked the Town Council, the custodian trustees to sign over the deeds, that external independent legal advice was sought.</i></p> <p><i>It wasn't until January that the Tarn Moor trust solicitor issued us with the TR5 (Transfer of portfolio of titles.</i></p> <p><i>The report from the solicitor is attached.</i></p> <p><i>Further information was asked of the solicitors, in particular to Bogg Wood and the ownership of it.</i></p> <p><i>We have provided further minutes from 1993 in which the council discussed the purchase.</i></p>
What Council are asked	<p><i>The Solicitor has asked for the following;</i></p> <p>Providing the required information to confirm who the owner is of NYK45251, Bog Wood off Grassington Road</p> <p>Checking the titles above and referred to in the attached documents and confirm whether "Little Wood off Grassington Road" is included in those documents or not</p>

	Confirming whether you wish to insert any covenants in the transfer in relation to these properties
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Further to information from the Solicitor, the following update was received;

NYK45251, Bog Wood off Grassington Road

The official copy of the register for this area of land confirms Skipton Town Council as the registered proprietor, as stated in our report.

From what I can see, the last entry relating to the proprietor was 19th November 1993. Was the land transferred to the Council around that date?

A transfer dated 25 August 1987 is referred to but no further details are provided. The only other document referred to is dated 16 November 1959 between (1) Trustees for Roman Catholic purposes (Vendor) and (2) The Minister Of Agriculture, Fisheries and Food (Purchasers).

From this information, the Estate do not own it and the Council is not registered as Custodian of the Estate, but as the registered owner. The concern here is if there has been an error when the property was registered and put in the Council's name rather than in the Custodian Trustees name or if the land was later transferred to the Trust but the document pertaining to such not being registered at Land Registry.

To check this, if you can find out when the land transferred to the Council, and if the Council holds any documentation relating to that or any later documents pertaining to the Property. The Council's estates department or property legal department should be able to assist you with this.

I have attached the registers and plans for the properties we have been informed by the Solicitors acting for the new Estate entity are to transfer from the Council as Custodian Trustee to the new entity. These are:-

NYK45251 – Bog Wood on the North Side of Grassington Road, Skipton. **This is the one registered in the Council's name, hence why we need to get to the bottom of it.**

NYK384507 – land on the west side of Grassington Road, Skipton

NYK276719 – The Tarn Moor Estate, Skipton

NYK201116 – Land on the North Side of Lock Stock & Barrell, Coach Street, Skipton

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

Please note that we have not yet received the plans for NYK384507 and NYK276719. These have been requested from the land registry who have said they are being sent by post, due to what we assume to be the size of the documents. We will provide a copy of these plans as soon as we can.

You refer in your email to “Little Wood off Grassington Road” and that is not to be transferred. Please can you check the titles above and referred to in the attached documents and confirm whether it is included on those documents or not? If it is, then it is covered by the transfer. If it is not, we might need to raise this with the Estate’s solicitors and ask why it is not included in the transfer.

Tarn Moor Estate

I can confirm that Tarn Moor Estate **is** a registered charity registered with the Charity Commission for England and Wales, so it is covered by the exemption.

Restrictive Covenants in the Transfer

Currently, the draft TR5 has been prepared with no covenants included. However, should you wish to incorporate any specific covenants, these can certainly be added to the document. If you have specific covenants in mind — such as restrictions on use, request to be notified is the Trust sell the land , any obligations, or any other terms you'd like to ensure are included in the transfer — please feel free to let us know. We can amend the draft accordingly to reflect these requirements. Once the covenants are inserted, it will be up to the buyer to review, accept or negotiate those covenants. This gives you the flexibility to tailor the agreement to your needs, but also ensures that any concerns you have are addressed. Please do not hesitate to reach out if you would like to discuss any particular covenants, or if you need guidance on what might be appropriate for this agreement.

I hope this has dealt with or answered your queries. If you can please respond by:

1. Providing the required information to confirm who the owner is of NYK45251, Bog Wood off Grassington Road
2. checking the titles above and referred to in the attached documents and confirm whether “Little Wood off Grassington Road” is included in those documents or not
3. confirming whether you wish to insert any covenants in the transfer in relation to these properties

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Meeting:	Full Council				Date:	20 th March 2025
Paper Title:	Local Council Award Scheme				Agenda Item:	17
Author of Paper:	Jenny Dean					
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 that the Council confirms that it meets the criteria for the Bronze Award and that the required documentation, information and conditions are in place for the Silver Award, and that these are published on the Council's website, where applicable.</p> <p>To approve the cost of £150.00 to apply for the Award</p>					
	<p><i>Financial: £150.</i></p> <p><i>Staffing: n/a</i></p> <p><i>Stakeholders & Reputation: To improve the reputation of Skipton Town Council by showing that the Council works transparently to best practice.</i></p>					

Executive Summary: Why is this coming to the Council or Committee? <ul style="list-style-type: none"> - Context - Timing (why now?) 	<p>In June 2024 the Council was awarded Foundation (renamed to Bronze0) Level on the Local Council Award Scheme. The next level of award that the Council can apply for is Silver.</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 	<p>Below is a copy of the application form required to be submitted for the Silver Award. (Additional documentation will be available for Members to view on the shared drive)</p> <p>As the Council was awarded Foundation Level (Bronze) in June 2024, the Council has 12 months to submit its Silver application. If the Council applies after 12 months it must re submit all the evidence for Bronze award along with the Silver evidence.</p>

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community or environment)	The scheme has recently been updated, with the levels renamed to Bronze, Silver and Gold. In addition to the Silver evidence there are 4 new criteria on the bronze level which must also have evidence submitted. They are detailed below.
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>

4 New Bronze Criteria:

Biodiversity policy	Bio Diversity Policy 2024.pdf Pesticide Policy 2024.pdf	
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Evidence of publicising elections and vacancies on the council		Supporting Evidence in additional documents
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Evidence of considering the impact of the council's functions and decisions on crime and disorder in local area	Community Safety Working Group - Skipton Town Council	In December 2022 the Council established a Community Safety Working Group. This is a multi-agency meeting to work in issues relating to crime and safety in the Town. The minutes of these meetings are available on the link. The Town Council has community safety as a standing item its Full Council Meeting Agendas.
Signed up to the Civility & Respect Pledge and a Dignity at Work policy		Signed up to the Civility and respect pledge. Policy on FC Agenda 20 th March

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Silver Application:

SILVER RESOLUTION Please provide hyperlink to minutes: To be added following FC 20TH March The Council must confirm by resolution that all documentation and information is in place for the Silver award (See Guide for wording)		
Please provide a <u>direct</u> hyperlink for evidence that is published on the council's website. For all other evidence please specify attachment provided.		
Criteria	Hyperlink or Attachment	Supporting Comments (if any)
1. Health and Safety policy	Health and Safety Policy 2024.pdf	
2. Policy on Equality	Equality Policy 2024.pdf	
3. Co-option policy	Co option policy adopted 16th Jan 2025.pdf	
4. Community engagement policy involving two-way communication between council and community		To be added after Full Council 20 th March
5. Councillor profiles	Your Councillors - Skipton Town Council	
6. Grant awarding policy		To be added after Full Council 20 th March
7. Evidence showing how electors contribute to the Annual Parish or Town Meeting	Annual Town Meeting - Skipton Town Council	The Annual Town Meeting Agenda and Minutes are available on the Town Council webpage. Annual Town Meeting Agenda 2024 11th April Minutes 2024 Annual Town Meeting

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		<p>A poster is also produced and displayed, and the details of the meeting shared on social media.</p> <p>In 2024 there were two community groups who gave presentations about what they do, and the Neighbourhood Policing Team also gave a talk about their work.</p> <p>The Annual Meeting for 2025 is planned for the 15th May, and recipients of the Council's Community Grant which launched in 2024 will be attending to talk about what they have spent the money on.</p>
8. Action plan and related Budget responding to community engagement and setting out a timetable for action and review	Action Plan 2024-25.pdf	
9. Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins	Attending a Meeting - Skipton Town Council Committees and Meetings - Skipton Town Council	Further evidence in additional document
10. Evidence of helping the community plan for its future	Town Council Offices	Further evidence in additional document
11. Evidence of encouraging public engagement in local democracy		Supporting evidence in additional document.
12. Scheme of Delegation (where relevant)	Scheme of delegation 2024.pdf	
13. At least two-thirds of its councillors who stood for election, or significant evidence of the council advertising vacancies		<p>Elections took place in 2022 for all 16 seats on Skipton Town Council. 14 Councillors were appointed at that election, with two further Councillors being co-opted.</p> <p>Following a Councillors resignation, there was an election for a Councillor in the North Ward in Nov 2024.</p> <p>Following a further vacancy a Councillor will be co-opted to the East Ward in March 2025.</p>
14. Evidence of customer service with examples of managing/handling correspondence with the public		Supporting evidence in additional document

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15. A current qualified clerk		Both the Clerk, Mrs Louise Close, and the Deputy Clerk, Mrs Jenny Dean, have completed CiLCA
16. A formal appraisal process for all staff		Supporting evidence in additional document