



Skipton Town Council

5th Feb 2026

Agenda

Meeting: Finance Committee

Members: All Members of the Finance Committee

Dear Councillors A Higgins, K McIntyre, P Madeley, C Nash, L Morgan, J Woollacott, R Heseltine and S Morton

You are hereby summoned to attend an ordinary meeting of the Finance Committee:

Date: 12th February 2026

Time: 6:30 pm

Venue: The Town Offices, Armoury House, 45a Otley Street, Skipton, BD23 1EL

The Local Government (Electronic Communications) (England) Order 2015 Para 2, amended LGA 1972

Yours sincerely,

L Close

Mrs Louise Close

Clerk to the Council

louise@skiptontowncouncil.gov.uk

www.skipton-town-council.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 Council's 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.

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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

2526/043 ITEM 1 – Chairmans Remarks

2526/044 ITEM 2 – Reasons for Absence

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

2526/045 ITEM 3 – 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.

2526/046 ITEM 4 – Dispensations

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

2526/047 ITEM 5 – 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

2526/048 ITEM 6 – Minutes of the previous meeting [Pages 4-7](#)

To approve the minutes of the Finance Committee held on 25th November 2025.

2526/049 ITEM 7 – Finance Reports [Page 8 & Appendices 1-4](#)

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

2526/050 ITEM 8 – Community Grants [Appendix 5](#)

To consider applications for Community Grants from:

- Refugee Week

2526/051 ITEM 9 –Tender War Memorial

To confirm the implementation of the procurement/tender procedure for the restoration work to the war memorial, as per section 3.12 in the Committee Terms of Reference.

2526/052 ITEM 10- 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 Finance Committee 18:30pm **16th April 2026***

**Minutes of the Finance Committee of Skipton Town Council held in Town Council offices,
Otley Street, Skipton on Tuesday 25th November 2025 at 6.30pm**

Those Present.

Chairman: Councillor L Morgan
Councillor R Heseltine, Councillor C Nash, Councillor S Morton, Councillor J Woollacott, Councillor A Higgins & Councillor P Madeley.
Officers: Mrs L Close (Chief Officer) & Mrs H Marshall (Finance Manager)

2526/033 ITEM 1 – Chairman’s remarks
Councillor Morgan welcomed everybody to the meeting.

2526/034 ITEM 2 – To accept reasons for absence.
Councillor K McIntyre was absent.

2526/035 ITEM 3 – Declarations of Interest
None declared

2526/036 ITEM 4 – Dispensations Requested
None requested.

2526/037 ITEM 5 – Representations from the public
None

2526/038 ITEM 6 – Minutes of the previous meeting
Proposed by Councillor P Madeley, seconded by Councillor J Woollacott, and unanimously resolved that the minutes of the Finance committee meeting held on 16th October 2025 were an accurate record of the meeting.

2526/039 ITEM 7 – Budget 2026/2027
In accordance with the financial regulations, members received a draft budget for the financial year 2026/2027. This was also accompanied with budgetary notes to explain to members what increases or decreases were forecast and the reasons for any changes. The main increase for next year would be the provision of hostile vehicle mitigation systems which could potentially increase the budget by £25,000 for events.
Councillor P Madeley advised that by reducing a Christmas market and consulting with the Events committee to make further changes could save some costs.
Each budget line was discussed line by line and it was agreed to increase the Statues and memorial line from £500 to £5000.

Councillor P Madeley proposed to agree the proposed budget which gives a precept of an increase of 3.24%, this was seconded by Councillor R Heseltine.

Councillor A Higgins made an amendment to the motion of setting the budget with the increased budget provision for statues and memorials which gives a precept increase of 4.02%, this was seconded by Councillor S Morton.

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A vote was taken to the amendment which removed the 3.24% and amended it to 4.02%, 4 votes in favour, 3 votes against.

This motion now becomes the substantive motion, and a vote is taken in its amended form, 5 votes in favour.

The resolution to recommend the following budget to Full Council meeting on the 4th December;

2026

Forecast Budget	
£	
Income	
Precept	602,490
Bank Interest	10,000
STC Land	700
Service Recharge - Heap Parkinson	3,000
Miscellaneous Income	0
Subtotal	616,190

Estates	
Donations (Toilets)	1,500
S106 & Grants	0
Skipton BID (Skipton in Bloom)	4,000
Other / Miscellaneous Income	0
Subtotal	5,500

Events, Tourism & Town Centre

Budget income included in below budget heading

Christmas Market Income	19,000
Christmas Lights Income	4,500
Sheep Day Receipts	5,000
Gala	6,000
Skipton BID	7,500
Easter Event	0
Snapshot Festival Income	1,500
Ear Marked Reserves	7,000
Other Income	0
Subtotal	50,500

Market

Skipton Market Income	42,000
Rackham Traders	20,000
Casual Traders	10,000
Subtotal	72,000

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Allotments

S106	0
Allotment Rents	24,500
Allotment Key Deposits	50
Subtotal	24,550
TOTAL INCOME	768,740

EXPENDITURE

Administration

Gross Salaries	157,404
Staff Training	3,000
Rent and Rates & Services	25,000
Communications	4,500
Office Cleaning	2,500
Office Consumables / stationary	2,000
Office Equipment / Maintenance	5,000
Office Equipment / IT Support	14,575
Insurance	13,000
Professional charges / Subscriptions	7,000
Bank Charges	2,500
Postage	400
Mayoral Allowance	1,270
Election costs	10,000
SUBTOTAL	248,149

Estates

Gross Salaries	89,841
S106 & Grants Expenditure	
Recreation Grounds Maintenance & Tree and Hedge	36,500
Wildflowers	500
Tractor & Trailer Expenses	4,500
Estates Vehicles	5,000
Churchyard and Burials Grounds	10,000
Street Furniture	2,000
Street Lighting	8,000
Statues and Memorials	5,000
Public Conveniences	35,000
Skipton in Bloom	1,000
Ringed Fenced Reserves	0
SUBTOTAL	197,341

Events, Tourism & Town Centre

Gross Salaries	51,500
Christmas Light Switch on Event	25,000
Events Ear Marked reserves	0
Civic Event Support	10,000
Twinning	1,500
Christmas Lighting	17,000

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Skipton Gala	2,500
Christmas Market Events	40,000
Skipton Snapshot Event	1,500
Easter Event	2,000
Sheep Day Event	25,000
Pride	1,000
Summer Park Events	2,000
Yorkshire Day	0
Community Safety Grant	0
Community Day	0
SUBTOTAL	179,000

Community Fund

Community Grant Fund	20,000
	20,000

Market

Gross Salaries	58,000
Licence Fee	1,000
Marketing & Promotions	1,250
Rent, Rates and Sundries	25,000
SUBTOTAL	85,250

Allotments

Gross Salaries	25,000
Allotments Expenditure	14,000
S106 & Grants Expenditure	

Audit & Scrutiny & Planning

Road Safety	0
SUBTOTAL	39,000

TOTAL EXPENDITURE	768,740
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2526/040

ITEM 8 – Reserves Information

Information regarding reserves was circulated by the Chief Officer and received and noted.

2526/041

ITEM 9 – Community Grants Criteria

Proposed by Councillor L Morgan, seconded by Councillor P Madeley and resolved in favour to adopt the Community Grants criteria and application form.

2526/042

ITEM 10 – Notification of business for a future agenda

The meeting was closed at 19.35pm

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Meeting:	Finance Committee			Date:	12 th February 2026
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 <input checked="" type="checkbox"/>

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 approve the schedule of payments, receipts, bank reconciliations and the budget to date.</p>
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Key points: To include	<p><i>Included is the up-to-date budget for 2025/26 (to end of January).</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. Please note the payment to Streetscape of £ 17598.00 is S106 monies for payment for Burnside Recreation Ground replacement of 2 cradle seats and installation of junior multi play unit.</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 donation, HMRC VAT refund (for the period October to December 2025), receipt of £18695.55 from Skipton BID towards Christmas Lights 2025 invoice.</i></p> <p><i>Bank Reconciliations with the corresponding bank balance statement</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>- <i>Approve (under delegated powers as a committee, or in Full Council)</i></p>
Appendices:	<p><i>Appendix 1 Payments</i></p> <p><i>Appendix 2 Receipts</i></p> <p><i>Appendix 3 Bank Reconciliations</i></p> <p><i>Appendix 4 Budget</i></p>