



# Skipton Town Council

9<sup>th</sup> October 2025

## 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:** 16<sup>th</sup> October 2025

**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,

Mrs Louise Close

Clerk to the Council

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[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.

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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**

**2526/022    ITEM 1 – Chairmans Remarks**

**2526/023    ITEM 2 – Reasons for Absence**

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

**2526/024    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.

**2526/025    ITEM 4– Dispensations**

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

**2526/026    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

**2526/027    ITEM 6 – Minutes of the previous meeting [Pages 4-5](#)**

To approve the minutes of the Finance Committee held on 10<sup>th</sup> July 2025.

**2526/028    ITEM 7 – Finance Reports [Appendices 1-4](#)**

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

**2526/029    ITEM 8– Vehicle Mitigation**

To resolve to vire funds for the vehicle mitigation infrastructure recommended for Remembrance Sunday (*awaiting details of costings- to be circulated prior to the meeting*)

**2526/030    ITEM 9– Budget 2025/2026 [Appendix 5](#)**

To review the proposed budget for 2025/2026 in advance of the Full Council budget meeting scheduled for the 4<sup>th</sup> December 2025, as per section 4.5 of the adopted Financial Regulations.

**2526/031    ITEM 10– Community Grant Criteria [Appendix 6 & 7](#)**

To review the community grant criteria, and resolve if any amendments are required.

To resolve if Members have any suggestions for how they can promote of the Community Grants Fund.

**2526/032    ITEM 11– Community Grant Scheme Applications received**

To consider the applications received for the community grant scheme:

- Brooklands (Flourish) resubmitted [Appendix 8](#)

**2526/033    ITEM 12- 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 **11<sup>th</sup> December 2025***

**Minutes of the Finance Committee of Skipton Town Council held in Town Council offices,  
Otley Street, Skipton on Thursday 14<sup>th</sup> August 2025 at 6.30pm**

**Those Present.**

Chairman: Councillor L Morgan  
Councillor R Heseltine, Councillor K McIntyre, Councillor C Nash & Councillor S Morton.  
Officers: Mrs L Close (Chief Officer) & Mrs H Marshall (Finance Manager)

- 2526/011**      **ITEM 1 – Chairman’s remarks**  
Councillor Morgan welcomed everybody to the meeting.
- 2526/012**      **ITEM 2 – To accept reasons for absence.**  
Councillor J Woollacott, Councillor A Higgins & Councillor P Madeley, who all had prior engagements – Proposed by Councillor S Morton, seconded by Councillor L Morgan, and resolved to accept reasons of absence.
- 2526/013**      **ITEM 3 – Declarations of Interest**  
None declared
- 2526/014**      **ITEM 4 – Dispensations Requested**  
None requested.
- 2526/015**      **ITEM 5 – Representations from the public**  
None
- 2526/016**      **ITEM 6 – Minutes of the previous meeting**  
Proposed by Councillor K McIntyre, seconded by Councillor R Heseltine, and unanimously resolved that the minutes of the Finance committee meeting held on 19<sup>th</sup> June 2025 were an accurate record of the meeting.
- 2526/017**      **ITEM 7 – Finance Reports**  
Proposed by Councillor K McIntyre, seconded by Councillor S Morton, and resolved in favour to approve the schedule of payments, bank reconciliations, and the budget to date.
- 2526/018**      **ITEM 8 – Solicitor Fees**  
Proposed by Councillor S Morton, seconded by Councillor L Morgan, and resolved in favour to vire funds from the Election budget heading for solicitors' fees regarding advice for the Tarn Moor Trust.
- 2526/019**      **ITEM 9 – Community Grant scheme**  
A funding application was received from The Kitchen crew. This was an application that was resubmitted from last month with the additional information that had been requested.  
Proposed by Councillor C Nash, seconded by Councillor K McIntyre and resolved 4 votes in favour to award the grant. 1 vote was against this resolution.

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A funding application was received from Broughton Road Community Centre. Councillor R Heseltine asked for the VAT registration to be confirmed and if the centre could claim the VAT element back; he also advised that he felt the financial information was incomplete.

Proposed by Councillor R Heseltine, seconded by Councillor K McIntyre, and resolved in favour that the Clerk was to confirm the VAT status and award the grant accordingly.

A funding application was received from Brooklands School.

Proposed by Councillor R Heseltine, seconded by Councillor C Nash, and resolved in favour to reject the application as not enough information had been presented.

The application confirmed that an award from Tesco had been received, but the amount was not confirmed.

The accounts did not confirm the budget for the operation of Ings and available resources for the first 12 months of operation. Budgeted detailed accounts should be presented.

**2425/020**

**ITEM 10 – Notification of business for a future agenda**

Review the criteria of the grants

Look at the specific Skipton area, members' locations

Audited accounts with applications

*The meeting was closed at 7.04 pm*

The next meeting of the Finance Committee will be held on  
Thursday 16<sup>th</sup> October 2025