



Skipton Town Council

19th Nov 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: 25th November 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

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.

Skipton Town Council
25th November 2025 at 6.30pm

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

2526/034 ITEM 1 – Chairmans Remarks

2526/035 ITEM 2 – Reasons for Absence

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

2526/036 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.

2526/037 ITEM 4– Dispensations

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

2526/038 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

2526/039 ITEM 6 – Minutes of the previous meeting [Pages 4-5](#)

To approve the minutes of the Finance Committee held on 16th Oct 2025.

2526/040 ITEM 7 – Budget 2025/2026 [Pages 6-7](#) [Appendix 1-5](#)

To review the proposed budget for 2025/2026 in advance of the Full Council budget meeting scheduled for the 4th December 2025, as per section 4.5 of the adopted Financial Regulations, and following the committee members request at the meeting of the 16th Oct 2025.

2526/041 ITEM 8 – Reserves Information [Appendix 6](#)

To receive the information presented by the Chief Officer and to consider any reserves that should be recommended by the Finance Committee to be earmarked.

2526/042 **ITEM 9 – Community Grants** [Appendices 7 & 8](#)

To resolve to adopt the amended grant criteria and application form.

2526/043 **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 **11th December 2025***

**Minutes of the Finance Committee of Skipton Town Council held in Town Council offices,
Otley Street, Skipton on Thursday 16th October 2025 at 6.30pm**

Those Present.

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

- 2526/021** **ITEM 1 – Chairman’s remarks**
Councillor Morgan welcomed everybody to the meeting.
- 2526/022** **ITEM 2 – To accept reasons for absence.**
Councillor A Higgins was absent.
- 2526/023** **ITEM 3 – Declarations of Interest**
None declared
- 2526/024** **ITEM 4 – Dispensations Requested**
None requested.
- 2526/025** **ITEM 5 – Representations from the public**
None
- 2526/026** **ITEM 6 – Minutes of the previous meeting**
Proposed by Councillor S Morton, seconded by Councillor K McIntyre, and unanimously resolved that the minutes of the Finance committee meeting held on 14th August 2025 were an accurate record of the meeting.
- 2526/027** **ITEM 7 – Finance Reports**
Proposed by Councillor S Morton, seconded by Councillor K McIntyre, and resolved in favour to approve the schedule of payments, bank reconciliations, and the budget to date.
- 2526/028** **ITEM 8 – Vehicle Mitigation**
Discussions were held regarding budgets, events, and vehicle mitigation needed for future events. The finance committee had full delegation to re-allocate funds and adjust budgets.
Proposed by Councillor L Morgan, seconded by Councillor P Madeley, and in accordance with points 3.3 and 3.8 of the Terms of reference, resolved to vire 5k from earmarked event reserves to fund vehicle mitigation for Remembrance Sunday parade.
- 2526/029** **ITEM 9 – Budget 2025/2026**
A draft budget was circulated for the committee to consider in preparation for the full council meeting. Discussions were held regarding the strategic plan. It was advised that a meeting would be held on 25th November to look at the information sheets and the strategic direction.

2425/030

ITEM 10 – Community Grant Criteria

Proposed by Councillor Nash, seconded by Councillor L Morgan, and resolved that Councillors Morgan, Heseltine & Madeley would form a working group to look at the criteria line by line. Councillor Morgan would circulate dates for the meeting.

2425/031

ITEM 11 - Community Grant application

A grant application was received from Brooklands School.

Proposed by Councillor P Madeley, seconded by Councillor K McIntyre, and resolved in favour to refuse the application due to incomplete financial information as previously advised.

Discussions were held as to the advertisement of the scheme and advertising some deadline dates for applications.

2425/032

ITEM 12 – Notification of business for a future agenda

Capital Working group

Reserves

Strategic Plan

Future budget proposal

The meeting was closed at 19.37pm

The next meeting of the Finance Committee will be held on
Tuesday 25th November 2025 at 6.30pm

Skipton Town Council
25th November 2025 at 6.30pm

Meeting:	Finance	Date:	25/11/2025
Paper Title:	Budget	Agenda Item:	7
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:	<i>Proposer:</i> <i>Seconder:</i> <i>Motion wording for the agenda: To recommend to the Full Council meeting to accept the budget drafted in its first format by the Finance Committee.</i>
Implications: (if needed)	<i>Financial: Increase of precept</i> <i>Staffing: None</i> <i>Stakeholders & Reputation: Satisfied that vehicle mitigation for Events is being implemented.</i>

Executive Summary: Why is this coming to the Council or Committee? - Context - Timing (why now?)	<i>Summary: 3- 4 sentences</i> <i>Provide a concise statement on why the paper is being presented along with any necessary background to the context and timing.</i> The Finance Committee is holding an extra meeting to look at the first format of the Draft budget, with further information provided to them. The Precept setting cannot be delegated to a committee; this will be done at the Budget Full Council meeting; however, the Finance Committee is asked to look at the budget before the precept is set.
Key points: To include - Options - Challenges (including risks and threats) - Opportunities (including income, reputation, strategic intent and wider benefits e.g. local community or environment)	We have run events using supplementary EMR from COVID and the Event underspend. Council is now advised that these EMR have been used and to continue with the Events in the Town and the VMS that must be considered, members are asked to increase the budget provision. The tax base for the forthcoming fiscal year has been reduced, which means there are more households paying tax in Skipton. If you kept the precept the same (we recommend not doing this because of the increases we have), the amount for a Band D property would reduce by £572,500 - £1.14

Skipton Town Council
25th November 2025 at 6.30pm

	Increase for general increases we have predicted, rates, insurance, service charges etc £587,400 – gives an increase of £1.39 per year To ensure a budget for Vehicle mitigation systems then we recommend a budget of £597,990 – gives an increase of £3.20 per year Appendix 1- Hostile Vehicle Mitigation Appendix 2- Parish Precept Letter 2026-2027 Appendix 3- Precept Calculator Appendix 4- Budget Explanatory Notes Appendix 5- Proposed Budget
--	--