



Skipton Town Council

7th August 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: 14th August 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.

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

2526/012 ITEM 1 – Chairmans Remarks

2526/013 ITEM 2 – Reasons for Absence

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

2526/014 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.

2526/015 ITEM 4– Dispensations

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

2526/016 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

2526/017 ITEM 6 – Minutes of the previous meeting [Pages 4-5](#)

To approve the minutes of the Finance Committee held on 19th June 2025.

2526/018 ITEM 7 – Finance Reports [Page 6 and Appendices 1-4](#)

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

2526/019 ITEM 8– Solicitor Fees

To resolve to approve to use the election cost line for the payment of the legal advice regarding the Tarn Moor Trust, which was approved at Full Council in September 2024.

2526/020 ITEM 9 – Community Grant Scheme

To consider the applications received for the community grant scheme:

- The Kitchen Crew- resubmitted with additional information [Appendix 5](#)
- Broughton Road Community Centre [Appendix 6](#)
- Brooklands (Flourish) [Appendix 7](#)

2526/021 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 October 2025***

**Minutes of the Finance Committee of Skipton Town Council held in the Hub, Town Hall,
High Street, Skipton on Thursday 19th June at 6.30pm**

Those Present.

Chairman: Councillor L Morgan (Vice Chairman)
Councillor R Heseltine, Councillor P Madeley, Councillor A Higgins, Councillor
K McIntyre & Councillor W Feather.
Officers: Mrs L Close (Chief Officer) & Mrs H Marshall (Finance Manager)

- 2526/001 ITEM 1 – Chairman’s remarks**
Councillor Morgan welcomed everybody to the meeting.
- 2526/002 ITEM 2 – To accept reasons for absence.**
Councillor C Nash, who had a prior commitment and S Morton, who had prior
work commitment – reasons accepted.
- 2526/003 ITEM 3 – Declarations of Interest**
None declared
- 2526/004 ITEM 4 – Dispensations Requests**
None requested.
- 2526/005 ITEM 5 – Representations from the public**
None
- 2526/006 ITEM 6 – Minutes of the previous meeting**
Proposed by Councillor P Madeley, seconded by Councillor A Higgin, and
unanimously resolved that the minutes of the Finance committee meeting held
on 13th February 2025 were an accurate record of the meeting.
- 2526/007 ITEM 7 – Finance Reports**
Proposed by Councillor P Madeley, seconded by Councillor A Higgins, and
resolved in favour to approve the schedule of payments, bank reconciliations,
and the budget to date.
- 2526/008 ITEM 8 – Civicy**
A proposal for new software to manage the Council's assets was not
supported, and members resolved not to progress the quotation.
Proposed by Councillor A Higgins, seconded by Councillor R Heseltine, and
unanimously supported.
- 2526/009 ITEM 9 – Community Grant scheme**
A funding application was received from the Craven Arts Charitable Trust.
Proposed by Councillor P Madeley, seconded by Councillor A Higgins, and
resolved unanimously in favour to support the application and award the
funding.
- A funding application was received from The Kitchen Crew.
Proposed by Councillor R Heseltine, seconded by Councillor K McIntyre, and
resolved unanimously in favour to reject the application due to there being

insufficient information. Members did advise that if the applicant completed the application fully, with the constitution of the CIC, more evidence and detail of the benefit to Skipton residents, and 3-month bank statements, then they would look at it again.

A funding application was received from Say Aphasia.
Proposed by Councillor A Higgins, seconded by Councillor P Madeley, and unanimously resolved in favour to reject this application due to it being out of scope for the grant criteria.

2526/010

ITEM 10 – Car Parking Charges

Members discussed a request from a resident to contact NYC about the fees for using the town's parking lots. They also noted that other market towns had varying charges and that blue badge holders could park for free in Harrogate and Ripon.

Proposed by Councillor R. Heseltine and seconded by Councillor P. Madeley, to write to NYC to advise them of the high charges imposed on the residents and visitors of Skipton, and to express the Town Council's concerns regarding the commercial viability of our Market Town. Additionally, it would be important to ask why the car parking policy is not standardized throughout North Yorkshire.

4 votes in favour – motion carried

Proposed by Councillor J Woollacott, seconded by Councillor A Higgins, to not support this request as the car parking charges are not too high, and lowering them discourages people from using active travel.

2 votes – motion fell

2425/043

ITEM 11 – Notification of business for a future agenda

The meeting was closed at 7.14 pm

The next meeting of the Finance Committee will be held on
Thursday 14th August 2025

Skipton Town Council
14th August 2025 at 6.30pm

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| Meeting: | Finance Committee | | | | Date: | 14 th August 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 |

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| 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 July).</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 donation, HMRC VAT refund (for the period April to June 2025) ,payment of £9000 from Skipton BID towards events for 2025 and the refund from North County Council for the Bond payment made for Sheep Day.</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> |