



Skipton Town Council

12th June 2025

Agenda

Meeting: Finance Committee

Members: All Members of the Finance Committee

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

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

Date: 19th June 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

2526/001 ITEM 1 – Chairmans Remarks

2526/002 ITEM 2 – Reasons for Absence

To accept the reason(s) for the absence of any Members from the meeting.
Councillor Higgins who has a prior engagement.

2526/003 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.

2526/004 ITEM 4– Dispensations

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

2526/005 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

2526/006 ITEM 6 – Minutes of the previous meeting [Pages 4-5](#)

To approve the minutes of the Finance Committee held on 13th Feb 2025.

2526/007 ITEM 7 – Finance Reports [Page 6 and Appendices 1-7](#)

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

2526/008 ITEM 8– Civicly [Page 7-8 and Appendices 8 & 9](#)

To consider a business case proposal from Civicly for their package to manage the Council's assets, and to resolve whether to move forward with their proposal.

2526/009 ITEM 9 – Community Grant Scheme

To resolve to use the grant criteria checklist when considering applications
To consider the applications received for the community grant scheme:

- The Craven Arts Charitable Trust [Appendix 10](#)
- The Kitchen Crew [Appendix 11](#)
- Say Aphasia [Appendix 12](#)

2526/010 **ITEM 10 – Car Parking Charges** [Page 9](#)

To receive and consider a request from a member of the public requesting representation to be made to NYC regarding the cost of car parking charges in Skipton.

2526/011 **ITEM 11- 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 **14th August 2025***

**Minutes of the Finance Committee of Skipton Town Council held in the Hub, Town Hall,
High Street, Skipton on Thursday 13th February 2025 at 6.30pm**

Those Present.

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

- 2425/033** **ITEM 1 – Chairman’s remarks**
Councillor Morgan welcomed everybody to the meeting and advised that he would Chair the meeting in the absence of Councillor Higgins.
- 2425/034** **ITEM 2 – To accept reasons for absence.**
Councillor A Higgin who had prior work commitment – reasons accepted.
- 2425/035** **ITEM 3 – Declarations of Interest**
Councillors McIntyre, Heseltine, Madeley who are Tarn Moor trustees.
- 2425/036** **ITEM 4 – Dispensations Requests**
None received.
- 2425/037** **ITEM 5 – Representations from the public**
None
- 2425/038** **ITEM 6 – Minutes of the previous meeting**
Proposed by Councillor P Madeley, seconded by Councillor K McIntyre and unanimously resolved that the minutes of the Finance committee meeting held on 16th October 2024 were an accurate record of the meeting.
- 2425/039** **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.

Proposed by Councillor K McIntyre, seconded by Councillor L Morgan and unanimously resolved in favour to ring fence the following remaining budget headings 4260, circa £18,000 Recreation grounds maintenance, 4250, circa £5900, 4291 circa £1390 Road Safety.
- 2425/040** **ITEM 8 – Grant award policy**
Proposed by Councillor R Heseltine, seconded by Councillor P Madeley and resolved in favour to recommend the Grant award policy for adoption by Full council.
- 2425/041** **ITEM 9 – Community Grant scheme**
An application for funding was received from Skipton Pride.
The following further information was asked to be submitted, and the application would be represented at Full Council.

1. Copy of governance or Terms of reference
2. 3 Estimate should be provided
3. What is the plan for offsetting carbon, the application states it can be done but not how.
4. Accessibility toilet provision
5. Governance – only the application listed as a director.
6. Large amount of transaction going in and out on the bank statement, what is this for.
7. Confirmation of the funding channels used and the outcome.

An application was received from Skipton Community Sports hub
The following further information was asked to be submitted, and the application would be represented at Full Council.

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.
2. 3 estimates have not been submitted.
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.
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.

2425/042

ITEM 10 – Bank Signatures

Proposed by Councillor S Morton and seconded by Councillor K McIntyre and resolved in favour to remove 2 previous signatures on the account.

Proposed by Councillor P Madeley, seconded by Councillor W Feather and resolved in favour to change the Mayoral account signature to Councillors McIntyre, R Heseltine, P Madeley, H Marshall.

2425/043

ITEM 11 – Notification of business for a future agenda

The meeting was closed at 19.14pm

The next meeting of the Finance Committee will be held on
Thursday 24th April 2025 at 18.30pm

Skipton Town Council
19th June 2025 at 6.30pm

Meeting:	Finance Committee				Date:	19 th June 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

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, 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 May).</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, and Coach Street PC donation.</i></p> <p><i>Bank Reconciliations with the corresponding bank balance statement</i></p> <p><i>The Council and Mayoral bank accounts mandates have been updated with NatWest Bank Plc. As per the Finance meeting on the 13th of February 2025.</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:	<i>List in numerical order.</i>

Skipton Town Council
19th June 2025 at 6.30pm

Meeting:	Finance Committee				Date:	19 th June 2025
Paper Title:	Civicy				Agenda Item:	8
Author of Paper:						
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 a business case proposal from Civicy for their package to manage the Council's assets, and to resolve whether to move forward with their proposal.</p>
Implications: (if needed)	<i>Financial: Included in report</i>

Executive Summary: Why is this coming to the Council or Committee? <ul style="list-style-type: none"> - Context - Timing (why now?) 	<p>The Clerk and Deputy Clerk attended a YLCA event, where Civicy attended with information about the service they provide to Town and Parish Councils. Civicy have put together a business case for Skipton Town Council for Members to consider.</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>Email from John Fagan CEO of Civicy:</p> <p>Dear Louise and Jenny</p> <p>Thank you for the opportunity to present Civic.ly during our demo session yesterday. Based on our discussion and the specific challenges you shared regarding your current asset management processes for Skipton's diverse community assets, I've prepared the attached business case document for your consideration.</p> <p>The business case highlights:</p> <ul style="list-style-type: none"> • How Civic.ly would eliminate the duplicative data entry between your estates team's paper forms and the administrative digital records • The value of preserving institutional knowledge currently concentrated with your two estates team members • A detailed cost-benefit analysis showing a potential 539% first-year ROI and a payback period of just 2.3 months • The early adopter pricing of £271 monthly with the £1,948 setup fee waived

Skipton Town Council
19th June 2025 at 6.30pm

	<p>If you have any questions or would like to discuss specific aspects of the proposal further, please don't hesitate to reach out.</p> <p>I look forward to the possibility of partnering with Skipton Town Council to create smarter spaces and happier places for your beautiful Yorkshire community</p> <p>Best regards, John Fagan CEO and Founder, Civic.ly</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> <ul style="list-style-type: none">- <i>Note (no discussion is required but receipt of information should be noted)</i>- <i>Discuss (provide feedback but not make a decision)</i>- <i>Recommend for approval to Full Council</i>- <i>Approve (under delegated powers as a committee, or in Full Council)</i>- <i>Make a decision without an officer recommendation</i>
Appendices:	<p>Product Sheet Business Case</p>

Skipton Town Council
19th June 2025 at 6.30pm

Meeting:	Finance Committee				Date:	19 th June 2025
Paper Title:	Car Parking Charges				Agenda Item:	10
Author of Paper:	JD					
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 receive and consider a request from a member if the public requesting representation to be made to NYC regarding the cost of car parking charges in Skipton.</p> <p><i>If a decision is to be made then only motions on the agenda can be considered (Standing Order 1a) and the motion must be proposed and seconded before debate can begin (Standing Order 1b)</i></p>
Implications: (if needed)	<i>Financial: Included in report</i>

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>A request has been received from a member of the public asking that Councillors make representation to NYC regarding the increase in parking charges at council operated parking charges:</p> <p><i>Hello there Please can Skipton Town Council make representing to NYCC - the recent car park charge increase is extortionate. As a resident of a nearby village with frankly abysmal bus service provided by NYCC, I often pop to Skipton in the car to drop off charity shop donations or grab a coffee.... At £3.10 for two hours it just isn't affordable for many people and will impact the Town's businesses. Appreciate your representations on behalf of the town Rebecca</i></p>
Recommendation:	<p><i>Specify what outcome or response is needed from the Council/Committee to this paper or motion.</i></p> <p><i>- Make a decision without an officer recommendation</i></p>
Appendices:	