



# Skipton Town Council

17<sup>th</sup> January 2025

## Agenda

**Meeting: Market & Events Committee**

**Members: All Members of the Market & Events Committee**

Dear Councillors P Madeley, L Morgan, W Feather, S Bentley, V Kettu, D Noland, C Harbron and K McIntyre

You are hereby summoned to attend an ordinary meeting of the Market & Events Committee:

**Date:** 22<sup>nd</sup> January 2025

**Time:** 5:30 pm

**Venue:** The Hub, Skipton Town Hall. Please use the side door/ramp access

*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](mailto:louise@skiptontowncouncil.gov.uk)

[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.

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**

**2425/048** **ITEM 1 – Chairmans Remarks**

**2425/049** **ITEM 2 – Reasons for Absence**

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

**2425/050** **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.

**2425/051** **ITEM 4– Dispensations**

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

**2425/052** **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

**2425/053** **ITEM 6 – Minutes of the previous meeting** [Page 4-9](#)

To approve the minutes of the Market & Events Committee meeting held on 9<sup>th</sup> Oct and the 13<sup>th</sup> Nov 2024

**2425/054** **ITEM 7 – Budget** [Page 10-11](#)

To receive and note the Budget

**2425/055** **ITEM 8– Christmas 2024 debrief and plans for 2025** [Page 12-18](#)

To receive and note the debrief from the Christmas Events 2024, and to resolve to approve officers investigating options for the Christmas events in 2025 to present at the next committee meeting.

**2425/056** **ITEM 9 – Events 2025** [Page 19](#)

To receive and note the 2025 Event List

- 2425/057** **ITEM 10 – Skipton Gala**  
To receive an update regarding the Town Council planning the Gala for 2025.  
To resolve to set up a working group for the first year of the Town Council running the Gala, consisting of three Councillors.
- 2425/058** **ITEM 11 – Recycling at Events** [Page20-23](#)  
To receive the information regarding recycling options at events and resolve which option to move forward with.
- 2425/059** **ITEM 12 – Market Officers Update and attendance records** [Page 24-27](#)  
To receive and note the Market Officers Update
- 2425/060** **ITEM 13- Consent to Trade** [Appendix 1 & 2](#)  
To resolve to approve the proposed amendments to the Consent to Trade for 2025/26 including the Market Code of Conduct.
- 2425/061** **ITEM 14-Body Cam** [Page 28-30](#)  
To consider the options regarding body cams for use by Market Officers, and resolve to move forward with the use of body cams
- 2425/062** **ITEM 15-The Exclusion of the press and public.**  
The Committee and its sub-committees will be considering business of a confidential nature, and the press and public will therefore be excluded by resolution from meetings (Public Bodies Admissions to Meetings Act 1960, s1 [2])
- 2425/063** **ITEM 16-Market Operation**  
To review the operational needs of the market
- 2425/064** **ITEM 17-Events Operation**  
To review the operational needs of the events
- 2425/065** **ITEM 18-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.*

**Minutes of the Ordinary Market & Events Committee meeting, Held on  
Wednesday 9<sup>th</sup> October 2024 at 5.30pm in the  
Hub of the Town Hall, Skipton.**

**Present:** Councillor P Madeley (Chair), Councillor D Noland, Councillor K McIntyre, Councillor Morgan, Councillor S Bentley, Councillor W Feather & Councillor V Kettu.  
Mrs L Close, Chief Officer  
Mrs H Marshall, Finance Manager  
Mr G Upham, Market Officer  
Mr M Howard, Market Trader representative  
Mr M Saghir Market Trader representative

**2425/019 Item 1 – Welcome and Chairmans remarks**

Councillor Madeley welcomed everybody to the meeting.

**2425/020 Item 2 – Apologies for Absence**

Councillor Harbron was absent from the meeting.

**2425/021 Item 3 – Disclosures of Interest**

None declared.

**2425/022 Item 4 – Dispensations**

None received.

**2425/023 Item 5 – Representations from the public**

None received.

**2425/024 Item 6 – Minutes of the previous meeting.**

Proposed by Councillor K McIntyre, seconded by Councillor L Morgan and unanimously approved that the minutes from the meetings held on 17<sup>th</sup> July 2024 are a true record of the meeting.

**2425/025 Item 7 – Budget**

The Budget was received and noted

### **2425/026 Item 8 – General Events update**

A general update was given by the Events supervisor, this was received and noted.

### **2425/027 Item 9 – Skipton Gala**

There was a discussion regarding the request for the Town Council to take over the planning and implementation of the Gala. Discussions were held regarding fundraising and sponsorship for next year as a short-term measure. Councillor Madeley stated that longer term proposals should be brought to the next meeting. The Chief Officer discussed the additional staff costs that the event would bring to the budget and these would be looked at in further detail at the full council budget meeting.

Proposed by Councillor P Madeley, seconded by Councillor W Feather and **resolved unanimously** to move forward with organising the Gala 2025, with full costings to be discussed at the December meeting.

### **2425/028 Item 10 – Budget for 2025/2026**

The budget for 2025/2026 was discussed in principle and in preparation for the December budget meeting. A full breakdown of the costs involved would be presented at that meeting.

### **2425/029 Item 11 – Coaches**

The following updates were given

1. No further discussions updates had been made by North Yorkshire Councillors.
2. Alternative Coach parking had been secured at Skipton Castle with the kind cooperation of the owner.
3. The Chief Officer had contacted the mayor's office 3 times and had not received a response.
4. The Red Lion had advised the Market staff they would provide a free Coach drivers meal for all bookings.

Thanks were given to the Castle and the Red Lion for their support in welcoming Coaches to Skipton.

### **2425/030 Item 12 – Mayors Civic Dinner**

Proposed by Councillor S Bentley, seconded by Councillor L Morgan and **unanimously resolved** to move forward with the £25 hot fork buffet option.

The Clerk and the Event supervisor would start planning and confirming dates.

Proposed by Councillor W Feather, seconded by Councillor L Morgan and **unanimously resolved** to change the Civic dinner to a Gala Charity dinner in order to raise funds for the Gala.

**2425/031 Item 13 – Market Officers report and Artisan market**

All members agreed the dates for the continuation of the Artisan Market in 2025, the Chief Officer confirmed she would renew the consent to trade.

The Market officer, G Upham, gave a detailed update of the report, which was received and noted along with the attendance records.

**2425/032 Item 14 – Market / Event signage**

Updates were given regarding the placing of signage around Skipton and that an agreement had been reached with the Auction mart. Investigations would continue for further land owners who would allow the placing of advertisement for the banners.

**2425/024 Item 18 – Notification of business for a future agenda**

Skipton Gala – Accounts update and longer term discussion

Event list 2025

Recycling options at Events

With no further business transacted the meeting was closed at 18.40pm  
The next meeting of this committee will be held on 22<sup>nd</sup> January 2024 at 5.30pm

**Minutes of the Extra Ordinary Market & Events Committee meeting, Held on  
Wednesday 13<sup>th</sup> November 2024 at 5.00pm  
in the office of the Town Council, Otley Road, Skipton.**

**Present:** Councillor P Madeley (Chair), Councillor K McIntyre, Councillor Morgan,  
Councillor S Bentley & Councillor W Feather

Mrs L Close, Chief Officer

Mrs H Marshall, Finance Manager

1 member of the public

**2425/034 Item 1 – Welcome and Chairmans remarks**

Councillor Madeley welcomed everybody to the meeting and explained this was an extra ordinary committee meeting to discuss and resolve the budget provision for 2025/2026.

**2425/035 Item 2 – Apologies for Absence**

Councillor Harbron and Councillor Kettu was absent from the meeting.

Councillor D Noland had a prior engagement with NYC.

**2425/036 Item 3 – Disclosures of Interest**

None declared.

**2425/037 Item 4 – Dispensations**

None received.

**2425/038 Item 5 – Representations from the public**

None received.

**2425/039 Item 6 – Draft budget proposals**

The budget of the committee was discussed line by line in detail.

Councillor Madeley asked for a breakdown of all cost's income and expenditure for the Market to be presented at the next meeting.

Proposed by Councillor P Madeley, seconded by Councillor L Morgan and unanimously resolved to recommend to the full council budget meeting to accept the budget proposed for this committee.

Skipton Town Council  
22<sup>nd</sup> January 2024 at 5.30pm

Code	2025
Forecast Budget	
<b>220 Events, Tourism &amp; Town Centre</b>	
<b>Budget income included in below budget heading</b>	
1260 Christmas Market Income	18,000
1280 Christmas Lights Income	3,800
1270 Sheep Day Receipts	5,000
1277 Gala	5,000
1279 Skipton BID	7,500
4465 Ear Marked Reserves	0
1300 Other Income	0
<b>Subtotal</b>	<b>39,300</b>
<b>230 Market</b>	
1250 Skipton Market Income	42,000
1252 Rackham Traders	20,000
1253 Casual Traders	5,000
<b>Subtotal</b>	<b>67,000</b>
<b><u>Events, Tourism &amp; Town Centre</u></b>	
4400 Christmas Light Switch on Event	21,000
4420 Civic Event Support	3,100
4440 Twinning	1,500
4450 Christmas Lighting	17,000
4451 Skipton Gala	2,500
4456 Christmas Market Events	35,000
4457 Skipton Pride	2,000
4458 Easter Event	1,250
4459 Sheep Day Event	20,000
Skipton Snapshot Festival	1,500
4463 Summer Park Events	1,500
4464 Yorkshire Day	600
4469 Community Day	1,500
<b>SUBTOTAL</b>	<b>108,450</b>
<b><u>Community Fund</u></b>	
4468 Community Grant Fund	20,000
<b>230 Market</b>	
4165 Licence Fee	1,000
4190 Marketing & Promotions	1,250



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4242	HAZ Youth Market EMR	0
4240	Rent, Rates and Sundries	33,000
	<b>SUBTOTAL</b>	<b>55,250</b>
	<b>TOTAL EXPENDITURE</b>	<b>243,700</b>

With no further business transacted the meeting was closed at 5.50pm  
The next meeting of this committee will be held on 22<sup>nd</sup> January 2025 at 5.30pm

Skipton Town Council

17/01/2025

Detailed Income & Expenditure by Budget Heading 17/01/2025

10:25

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>230 Market</u>							
1250 Skipton Market Income	42,307	42,000	(307)			100.7%	
1252 Rackham Traders	19,510	20,000	490			97.5%	
1253 Casual Traders	9,027	5,000	(4,027)			180.5%	
	<b>70,844</b>	<b>67,000</b>	<b>(3,844)</b>			<b>105.7%</b>	<b>0</b>
Market :- Income	34,772	49,681	14,909		14,909	70.0%	
4000 Staff Salaries	384	1,000	616		616	38.4%	
4165 Licence Fee	111	1,000	889		889	11.1%	
4190 Marketing & Promotions	11,476	33,000	21,524	3,700	17,824	46.0%	
4240 Rent, Rates & Sundries	0	0	(0)		(0)	0.0%	
4244 Marketing & Promotions							
Market :- Indirect Expenditure	<b>46,744</b>	<b>84,681</b>	<b>37,937</b>	<b>3,700</b>	<b>34,237</b>	<b>59.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>24,100</b>	<b>(17,681)</b>	<b>(41,781)</b>				

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<u>220 Events, Tourism &amp; Town Centre</u>								
1260	Christmas Market Income	13,747	15,000	1,253				91.6%
1270	Sheep Day Receipts	5,198	4,500	(698)				115.5%
1279	Skipton BID	27,402	10,000	(17,402)				274.0%
1280	Christmas Lights Income	4,240	4,500	260				94.2%
1285	Snapshot Festival Income	970	0	(970)				0.0%
	<b>Events, Tourism &amp; Town Centre :- Income</b>	<b>51,557</b>	<b>34,000</b>	<b>(17,557)</b>				<b>151.6%</b>
4000	Staff Salaries	44,119	70,000	25,881		25,881		63.0%
4190	Marketing & Promotions	0	0	(0)		(0)		0.0%
4244	Marketing & Promotions	(11)	0	11		11		0.0%
4400	Christmas Light Switch on Even	17,999	18,500	501		501		97.3%
4420	Civic Event Support	3,154	3,000	(154)		(154)		105.1%
4440	Twinning	2,011	1,500	(511)		(511)		134.1%
4450	Christmas Lighting	51,670	17,000	(34,670)		(34,670)		303.9%
4451	Gala	1,109	1,000	(109)		(109)		110.9%
4456	Christmas Market Event	24,912	32,500	7,588		286	7,302	77.5%
4457	Skipton Snapshot Festival	2,924	1,500	(1,424)		50	(1,474)	198.2%
4458	Easter Event	0	1,250	1,250		1,250		0.0%
4459	Sheep Day Event	14,991	14,500	(491)		613	(1,104)	107.6%
4460	Skipton Car Show	1,215	200	(1,015)		(1,015)		607.5%
4463	Summer Park Events	1,716	2,200	484		484		78.0%
4464	Yorkshire Day	1,018	500	(518)		(518)		203.5%
4467	Community Safety Grant	2,525	0	(2,525)		(2,525)		0.0%
4468	Community Grant Fund	9,022	20,000	10,978		10,978		45.1%
4469	Community Day	0	1,500	1,500		1,500		0.0%
	<b>Events, Tourism &amp; Town Centre :- Indirect Expenditure</b>	<b>178,373</b>	<b>185,150</b>	<b>6,777</b>		<b>949</b>	<b>5,828</b>	<b>96.9%</b>
								<b>2,525</b>

Event	Christmas Markets
Location:	High Street
Date:	1 <sup>st</sup> December 2024

1. Overview of event:

The Christmas Markets ran with 89 stalls, bars, vendors, and community groups including the regular market traders.

The stage was at the top of the High Street and was hosted by Your Skipton Radio with 5 different acts on throughout the day.

The brass bands and pipe bands played at the bottom of the High Street throughout the day. Furthermore, the carol singers performed up and down the High Street.

Pack down commenced at 16:30, with vehicle passes given to traders to re-enter the High Street. This was staggered due to not wanting to have a big log of traders.

All regular traders who could get their vehicles on site and off the road were allowed first, then the middle section. This helps significantly reduce congestion and makes the whole process easier to manage.

We had 44 coaches booked in with us attend Sunday 1<sup>st</sup> December 2024.

The road was re-opened by 20:00 by Chevron.

2. What went well

The stage ran smoothly with Your Skipton Radio presenting, as it had in previous years. This consisted of community groups and bands. Due to feedback from previous years, we also had Accrington Pipe Band on the stage, which worked well.

The event was highly popular with locals and tourists. This is evident due to trader feedback suggesting most of them had a good day in sales and some traders even selling out before the event had finished.

At the setup, everyone was able to get on site and was directed to their locations quickly, resulting in congestion not building on Otley Street.

Packing commenced at 16:30, with all vehicles passes given to traders to re-enter the High Street. All regular traders who could get their vehicles on site and off the road were allowed first, then the middle section. This helps significantly reduce congestion and makes the whole process easier to manage. The event staff finished at 6.45pm, which is the earliest an event had been finished and packed up before.

Throughout the day, the event ran smoothly and had a very small number of issues. There were no serious medical incidents on the day either.

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2a. Why did this go well?

The stage had an act where it could have been a lot better and more suited to festive event. This was changed for the 8<sup>th</sup> December.

The members of staff at the entrance point worked well with the staff in their zone locations to keep traffic moving and to get everyone set up on time.

Getting the regular traders on first where possible helped reduce congestion and helped to speed up the packing process.

3. What issues occurred

The Park and Ride wasn't acquired due to lack of communication from the Event team. This wasn't until August 2024. I should have informed my line manager sooner and informed her of the situation.

We had two disgruntled regular traders shout at staff and the security team for not allowing the regular traders to have their vehicles on before the casual traders. One was also annoyed that he could not reach his pitch due to another trader entering before him.

3a. Were these issues resolved and how.

We did not provide a park and ride system.

The issue regarding the traders was dealt with on the day and was managed. Since the first Christmas Market both traders have apologised for their behavior.

3b. Could these issues have been prevented?

This could have been prevented if

The pack-up plan could be communicated to the regular traders better and find a better solution which works better for all parties involved.

3c. What will be changed for next year?

To establish a Park & Ride location by August and have it implemented into the event.

To involve the trader reps in discussion regarding the pack up so we can have a clear plan, and everyone is aware of it.

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4. What feedback was there?

Feedback recieved was very positive, and people seemed to really enjoy the event.

We have only received one complaint from a local business who said that we do not do anything down Court Lane and that his business has been quiet. He also accused a security member of telling people not to exit down Otley Street.

4a. How has the feedback been addressed and what will be changed for next year.

Engage with local businesses to see if they would be interested in getting involved with the events.

Event	Christmas Light Switch On 2024
Location:	High Street, Skipton
Date:	24/11/24
Staff	Toby Garbutt, Event Supervisor

1. Overview of event:

The Christmas Lights Switch On ran with 52 stalls, food vendors, and community groups in attendance along with a large screen and a stage.

The stage was run by Your Skipton Radio, starting with the Santa Fun Run Warm Up, then followed by numerous singers and community groups. Then finishing with the lights being Switched on by Peter Ripley and Santa. There were numerous live street performances and accessible activities for children and families.

The Great Santa Fun Run started at 11:00 in the middle of the high street heading to the bottom of the High Street and finished at 12:00, coming back to the middle of the High Street from Otley Street.

The road was closed by Chevron at 5:00 am. Traders were allowed on site from 6:00am and had to be set up by 8:00am. Packing down started at 5:30 after the lights were switched on, and the road was reopened by Chevron at 20:00pm.

2. What went well

The set up for the event was done with little stress. Each trader fitted perfectly on to the High Street and the spacing wasn't cramped and traders were as far back on setts as possible. This enabled the stands to look neater and created further space on the High Street for the Fun Run and Switch On.

The Stage and Entertainment ran well. It was filled with community groups, choirs, and bands who are all based in or around Skipton.

The arrival of Santa, in the festive themed Tuk Tuk was very popular.

The layout of the event and diverse range of stalls worked well. Not filling it with loads of artisan vendors and having a diverse range with the ones we did have.

Although there were issues with the original providers of rides, the adapted entertainment area seemed to work and go down well. This consisted of three traditional game stands, children's bumper carts, a strong man machine, and a wild birds of prey stand.

3. What issues arose

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We did not secure the fairground rides in time and during the week of the event they confirmed they would not be attending.

We managed to secure alternative rides however these were not what we had advertised.

As with any event, we did encounter a few last-minute dropouts and there were a few gaps, which led to further gaps towards the bottom end. This included the blood bikes and a few regular vendors. This was due to the severe weather we had on the Sunday morning.

North Yorkshire Council cancelled the driver and loader at 4.19pm on Friday afternoon, due to staff shortages.

The weather for setting up was very windy and wet. However, staff still managed and assisted traders where needed.

The overall number of traders, bars, and vendors was down from last year.

#### 4. How these issues were resolved

The week of the event new game stands, bumper cars, and birds of prey were found and incorporated into the event. On the morning, I was approached by an individual who is not in the Guild, and he confirmed he had traditional vintage rides available for next year.

Due to gaps, this enabled traders to spread out to fill gaps at the bottom end.

The weather was unpreventable, and we managed the best we could in it.

This was intentional as in previous years it had been too cramped from feedback. We could potentially look at new layouts, which could include more traders. We also had larger units this year, taking up more space.

#### 3b. Could these issues have been prevented

I believe with stronger lines of communication between myself and the ride provider this could have been dealt with sooner. It also would have been better if I had informed my line manager of this sooner and asked for support.

#### 3c. What will be changed for next year



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For next year's event we will have all the infrastructure, ride, and entertainment providers confirmed, in writing, by the end of August.

Also to look at the increase in different varied entertainment for throughout the day.

#### 4. What feedback was there

Fantastic job by the organisers, well done to all the staff who withstood the very wet morning to make it go ahead.

Our first Christmas lights switch on since moving to this lovely town earlier in the year. What a lovely day, thoroughly enjoyed it - well done everyone involved.

Skipton Town Council Skipton Christmas Light Switch On Skipton, you do this so brilliantly! 🇬🇧 🇬🇧 🇬🇧

Tabb Samantha Bronwyn  
Well done skipton

2w Like Reply Share 2 🇬🇧 🇬🇧

Christine Seggiani

A truly wonderful Town. I was born & bred there & love it so much.

2w Like Reply Share

Lesley Widdop

Lovely day. Thanks to all concerned. Great 🇬🇧 photo

2w Like Reply Share 6 🇬🇧 🇬🇧

Mark Tootill Financial Planning · Follow

Brilliant as ever Skipton!!! 🇬🇧 🇬🇧 🇬🇧

2w Like Reply Share 3 🇬🇧 🇬🇧

Miranda Robertson

It was amazing as always

2w Like Reply Share 2 🇬🇧 🇬🇧

Elizabeth Hutchinson

Great photo thank you

2w Like Reply Share

Lindsey Freebury

Great day had by all. Well done all x

2w Like Reply Share 2 🇬🇧 🇬🇧

Been Busy Crafting · Follow

Good to see so many people out there! ...



Good morning -

We would just like to send a quick message over, to say a huge thank you for the event yesterday we really enjoyed performing for the Skipton Switch On and all our Students and Parents had a fabulous day watching all the performances and enjoying all the fabulous market stalls that were on offer.

The work and effort that goes in by all is outstanding and it's a pleasure to work with you to bring such amazing performance to the town.

We hope to see you again soon.

Thank you

From All at Sheldon's.

#### 4a. How has the feedback been addressed

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All the feedback received as positive regarding the day. It was pointed out to me on the day that there is a quieter period of the day, between 1pm and 3pm, which could be addressed for next year's event by implementing further entertainment at that time. This was stated by a few vendors, verbally, on the day.

Events 2025

Saturday 19<sup>th</sup> April 2025 – **Easter Event** – Canal Basin License

Sunday 20<sup>th</sup> April 2025 – **St Georges Day** - Road Closure

\*Sunday 4<sup>th</sup> May 2025 – **Community Day Sandylands\***

Thursday 8<sup>th</sup> May 2025 – **VE 80 Day**

Sunday 1<sup>st</sup> June 2025 – **Car Show** – Road Closure

Sunday 14<sup>th</sup> June 2025 – **Skipton Gala** – Road Closure

Sunday 29<sup>th</sup> June 2025– **Sheep Day/Armed Forces Day** – Road Closure

28<sup>th</sup> July - August 30<sup>th</sup> 2025 – **Family Park Events**

Friday 1<sup>st</sup> August 2025 – **Yorkshire Day** – Canal Basin License

Sunday 3<sup>rd</sup> August 2025 – **Pride** – Road Closure

\*Sunday 31<sup>st</sup> August 2025 – **Snapshot** – Road Closure\*

Sunday 9<sup>th</sup> November 2025 – **Remembrance Sunday** – Road Closure

Sunday 30<sup>th</sup> November 2025 – **Christmas Lights Switch On** – Road Closure

Sunday 7<sup>th</sup> December 2025 – **Christmas Markets** – Road Closure

Sunday 14<sup>th</sup> December 2025 – **Christmas Markets** – Road Closure

Skipton Town Council  
22<sup>nd</sup> January 2024 at 5.30pm

<b>Meeting:</b>	Events and Market			<b>Date:</b>	22/1/25
<b>Paper Title:</b>	Recycling options for events			<b>Agenda Item:</b>	11
<b>Author of Paper:</b>	Tobias Garbutt				
<b>Purpose of Paper:</b>	Information to note		Draft policy for feedback		Motion for Decision x

<b>If For Decision then give the Proposer and Seconder and the wording of the Substantive Motion that is to be considered:</b>	<p><i>Proposer:</i></p> <p><i>Seconder:</i></p> <p><i>Motion wording for the agenda:</i></p> <p>To receive the information regarding recycling options at events and resolve which option to move forward with.</p>
<b>Implications: (if needed)</b>	<p><i>Financial: This will have a large increase in cost due to the amount of work required to facilitate recycling at the events.</i></p> <p><i>Staffing: This would be managed by the company chosen.</i></p> <p><i>Stakeholders &amp; Reputation: Recycling would assist and support the council in its sustainability goals.</i></p> <p><i>Provide a short statement about any positive or negative implications for either the Town Council or for our area or region</i></p>

<b>Executive Summary: Why is this coming to the Council or Committee?</b> - Context - Timing (why now?)	<p><i>Summary: 3- 4 sentences</i></p> <p><i>Provide a concise statement on why the paper is being presented along with any necessary background to the context and timing.</i></p> <p>It was requested by members at the Events and Market Meeting, held on 17<sup>th</sup> July 2024, to look at options for recycling at our events. Below are options from a private company and North Yorkshire Council.</p>
<b>Key points: To include</b> - Options - Challenges (including risks and threats) - Opportunities (including income, reputation, strategic intent and wider benefits e.g. local community or environment)	<p><i>The main paper: 1 side of A4 max</i></p> <p><i>North Yorkshire Council have confirmed that they can provide two additional recycling bins, as part of the general waste package they provide on the day. The package would cost £239.00, and includes waste collection on the day, an operative and lorry, 2 general waste bins and 2 recycling bins.</i></p> <p><i>However, they will not be able to supervise the recycling and there for not be able to guarantee that the waste will not be contaminated</i></p> <p><i>Below is an email from Bob Worm, from Events Collective. The quote is attached to this document. This is a substantial increase from previous event's waste management..</i></p> <p><i>Email – Bob Worm, Events Collective</i></p>

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**From:** Bob worm <[eventscollectiveltd@gmail.com](mailto:eventscollectiveltd@gmail.com)>  
**Sent:** 20 December 2024 13:05  
**To:** Toby Garbutt <[Toby@skiptontowncouncil.gov.uk](mailto:Toby@skiptontowncouncil.gov.uk)>  
**Subject:** Re: Skipton Events 2025 - Recycling Options

Hi Toby

Please find attached 3 x quotes as requested. Please note on the quote for two days for the Christmas Markets events. I have detailed in Orange tet on the quote document, the savings I have made you, for it being the same event and two weekends in a row.

The quotes are subject to a site inspection and the bins from Biffa being able to be delivered on a Friday and kept safe on site til a Monday lift and clear service.

We wil turn up with the recycling bins to add to the large waste bin provision and start from 10am each day. The parking will need validation for the two vehicles for the full day.

You asked me to detail my experience in events. I have been designing, managing and delivering events from 100 x people in clubs to large scale festivals and events, such as food festivals, ,usic concerts and firework and light trail family audience events fro up to 10,000 people per day for over 30 x years. I can provide testimonials and or references for my history of work and projects if needed.

I started providing a waste squad several years ago myself, when I couldn't find a satisfactory supplier to do the job. We have cleared waste from many events over the years, the good, the bad and the ugly so to speak. Events on Hard Standing are our preference, but we have been successful in our leave no trace policy, even in mud bath destroyed event sites at times.

I now run that waste team in conjunction with Sierra 1 Security Stewarding Ltd, soi we have access to a larger staff force and we can also supply security and stewards too.

We also offer a hire service for a number of hard kit items, such as bench sets, rubber mats, picket fencing and many other items used for events. Wer also have access to power generators, marquees, sound, lights and staging kit, fencing and many other key event supply bits of kit.

I think that covers everything for now, please let me know if I have missed anything ?

Thanks

Bob

*Attached to the Appendix is the quote of £3,256 (exc VAT) for Events Collective. This for Sheep Day only.*

*This would be an increase of £3,017 from previous year*

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<b>Recommendation:</b>	<p><i>Specify what outcome or response is needed from the Council/Committee to this paper or motion.</i></p> <p>The proposal is that we carry on using North Yorkshire Council for waste services and increase the temporary recycling bins on the High Street with additional signage. This can also be implemented into our social media posts for the events. This is due to the large increase in cost which would have a impact on the overall budget for the events.</p>
<b>Appendices:</b>	<p><i>List in numerical order.</i></p> <p><i>Appendix 1 – Quote for Sheep Day by Events Collective.</i></p>





The Fire Station, Darnall Road  
Sheffield, S9 5AF  
tel: 07916 151 704  
bob.worm@s1ss.co.uk  
info@eventstaffservice.com

FAO: Tobias Garbutt

Friday 20<sup>th</sup> December 2024

**Quote – Event Waste Clearance / Recycle for an event at..... - Quote valid for 30 days**

**Re: Event service dates - Christmas Light Switch On Sunday 30<sup>th</sup> November 2025 - Waste Service clearance squad**

To provide:

Bins arrive on site to be stored in safe location on Friday - Wast Team Staff travel to arrive 10am Sunday to live site for set up and begin waste clearance		
Event Service staff x 4 Including Supervisor 10am - 7pm	36 x hours at £18 per hour	£648
<b>Support kit</b>		
Bin bags	200 strong bags	£50
Gloves x 6	Purchase	£18
Pickers x 6 + Hoops x 6	Hire	£30
Brushes, rakes & shovels x 5 of each, High Viz x 12 - 3m x 3m store x 1	Free of hire cost	0
Radio Hire x 4	Free of hire cost	0
Recycling Bins x 3 colours with signs on white stakes for waste sorting - General Waste, Cans, Plastic = £25 per bin	6 x stations = 18 x bins	£450
Service Van hire x 1 for set up and kit drop and pick up	(inc fuel, insurance & driver)	£400
Transport for Staff drop and pick up for 6 x staff & return run to South Yorkshire	(inc fuel, insurance & driver)	£100
Waste License	N/A	0
Administration & Legal	Pre & Post job work	£200
Supervisor supplement fee	1 x person	£110
Waste processor service costs (Estimate) Includes main bins for wagon: 10 x 1100ltr general waste 6 x 1100ltr x Mixed Recycling 4 x 240ltr glass bins with one full final service All with kit hire, delivery and collection waste collection		£1,250
<b>Total costs</b>		<b>£3,256.00</b>
<b>VAT</b>		<b>£651.20</b>
<b>Grand Total</b>		<b>£3,907.20</b>

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<b>Meeting:</b>	Market and Events Committee			<b>Date:</b>	22nd January 2025
<b>Paper Title:</b>	<b>Market Officers Update and attendance records</b>			<b>Agenda Item:</b>	<b>12</b>
<b>Author of Paper:</b>	Market Officer- Geoff Upham and Stacey Hepworth				
<b>Purpose of Paper:</b>	Information to note	x	Draft policy for feedback		Motion for Decision

<b>If For Decision then give the Proposer and Seconder and the wording of the Substantive Motion that is to be considered:</b>	<p><i>Proposer:</i></p> <p><i>Seconder:</i></p> <p><i>Motion wording for the agenda.</i></p> <p>To receive and note the update from the Market Officers.</p> <p>To receive and note the attendance records.</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>
<b>Implications: (if needed)</b>	<p><i>Financial: Attendance at Market</i></p> <p><i>Staffing: n/a</i></p> <p><i>Stakeholders &amp; Reputation: Impact of low attendance on the Markets reputation</i></p> <p><i>Provide a short statement about any positive or negative implications for either the Town Council or for our area or region</i></p>

<b>Executive Summary:</b> <b>Why is this coming to the Council or Committee?</b> - Context - Timing (why now?)	<p>As we enter a new year, our focus will be to continue to align Market activities with the Strategic Plan, specifically against the key pillars of <b>Place</b> and <b>Partnerships</b>.</p> <p><b>Place</b></p> <ol style="list-style-type: none"> <li>1. Maintaining Trader numbers, seeking new and diverse Traders for the Market (objectives 4 &amp; 5)</li> <li>2. Sustainability - targeting new Traders with a sustainable trading ethos*</li> </ol> <p><i>(*In principle, defining sustainable Traders as those operating a commercial exchange of goods and services which generate social, economic, and environmental benefits in line with the fundamental principles of sustainable development, i.e., the creation of economic value and the preservation and reuse of environmental resources).</i></p> <p>For example, our Market has the following regular and casual traders that we believe align with our Strategic Plan objective:</p>
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*Herd & Hive – raw honey, goats milk soap, bees wax and raw wool products, together with advisory services specifically related to the cultivation of Bee ecosystems*

*Barson Farm Eggs – fresh farm produce, locally sourced - ‘farm to fork’*

*Bayo Skin – vegan and organic skin care products*

*By Odins Beard – handmade natural grooming products for beard and body.*

*Saddleworth Outdoor – pre-loved and re-engineered men’s and women’s clothing/outerwear*

*Catlow Yarns – wool items produced from their own pedigree Gotland sheep, reared on their own land.*

3. Socials – objective 7 of our Strategic Plan refers to maintaining visitor numbers, targeting future visitors and younger users. We aim to deliver this through the effective use of our Socials, specifically Facebook and through updating our Market website; highlighting the diversity of our traders, our sustainability ethos, and product lines through content and images.

4. Market Industry – objective 12 of our Strategic Plan refers to us playing an active role in the wider Market industry which we see as key to enhancing the profile and reputation of Skipton Market. As a result of our Socials, we have been approached by South Tyneside Council who have requested a visit to our Market to see our operations, best practices etc. The visit is scheduled for March.

Aligning with objectives 4 & 5 of Place, the continued measurement of Pitch occupation and attendance, across both consented/3<sup>rd</sup> party agreement traders and casual traders on the STC managed Rackham’s Pitches, is an important KPI as follows:

**Highlighted by Market Day**

Consented/3<sup>rd</sup> Party Agreement

Of the current 57 pitches, the Market days rank as follows:

1 – Saturday, 2 - Friday, 3 - Wednesday and 4 - Monday.

Saturday ranks 63% higher than the lowest pitch occupation day Monday.

Rackham’s Traders

Of the 10 pitches managed by STC, Saturday and Friday occupation levels are close (Saturday occupation just 13% higher than Friday). However, once again a huge disparity between pitch occupation Saturday versus Monday prevails.

Incentive schemes (current and new) will be a priority for 2025 to address the current pitch under occupation on a Monday. The Market team will present thoughts and ideas as part of the (fiscal) year-end.

**Highlighted by Attendance**

Consented/3<sup>rd</sup> party Agreement

Overall attendance summary as follows:

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By Quarter	% Attendance
1	60
2	69
By Month	%
October	60
November	63
December	54
Q3 – overall 59%	
Total Pitches - 48	

Casual Traders - Rackhams

Overall attendance summary as follows:

*(Formula - 4x statutory market days per week X 10x Rackhams spaces = 40x per week, X 4-weeks per month = 160x total spaces available)*

By Quarter	% Attendance
1	49
2	53
By Month	%
October	36
November	47
December	28
Q3 overall - 37%	
Total Pitches - 10	

**Summary**

Works are ongoing by contractors to re-develop the listed building that is Rackhams. As a Market team we continue to provide reassurance and regular updates to Traders on the status and timings of these disruptive works.

Across all Traders in Q3 seasonal events (e.g., Christmas Markets), competitor markets, macro-economic pressures and weather are considered to have impacted our key Place objectives; particularly highlighted by the downturn in attendance of the Rackhams casual Traders.

Evaluating competitor Markets, following up on our Coach operator initiatives and networking through traders and other third parties will play a key part in delivering on our Place and Partnerships objectives

**Partnerships**

5. This key pillar of the Strategic Plan relates to supporting our community and voluntary groups. In 2024 we supported twenty-one local community groups and national charitable organisations, including – Craven College, Dales Community Care, Adult Learning Services, Brooklands School, Dogs Trust and Samaritans.

**Recommendation:**

*Specify what outcome or response is needed from the Council/Committee to this paper or motion.*

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	<p>The Council/Committee is recommended to:</p> <p><i>Note (no discussion is required but receipt of information should be noted)</i></p> <p><i>Discuss (provide feedback but not make a decision)</i></p>
<b>Appendices:</b>	<i>List in numerical order.</i>

**Agenda Item 13 in Appendix 1 & 2**

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<b>Meeting:</b>	Market and Events Committee	<b>Date:</b>	22nd January 2025
<b>Paper Title:</b>	<b>Body Cams</b>	<b>Agenda Item:</b>	<b>14</b>
<b>Author of Paper:</b>	Market Officer- Geoff Upham and Stacey Hepworth		
<b>Purpose of Paper:</b>	Information to note	Draft policy for feedback	Motion for Decision x

<b>If For Decision then give the Proposer and Seconder and the wording of the Substantive Motion that is to be considered:</b>	<p><i>Proposer:</i></p> <p><i>Seconder:</i></p> <p><i>Motion wording for the agenda.</i></p> <p>To consider the options regarding body cams for use by Market Officers, and resolve to move forward with the use of body cams</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>
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<b>Implications: (if needed)</b>	<p><i>Financial: Details in the report below</i></p> <p><i>Staffing: n/a</i></p> <p><i>Stakeholders &amp; Reputation: For the safety and security of staff, traders and customers</i></p> <p><i>Provide a short statement about any positive or negative implications for either the Town Council or for our area or region</i></p>
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<b>Executive Summary: Why is this coming to the Council or Committee?</b> - Context - Timing (why now?)	At the last Market & Events Committee it was requested that officers investigate options for the use of body cams.
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<b>Key points: To include</b> - Options - Challenges (including risks and threats) - Opportunities (including income, reputation, strategic intent and wider benefits e.g. local community or environment)	<p><b>Strategic Plan</b></p> <p><b>Place Initiative – Body Cameras</b></p> <p><b>Objective 9 - safety and security of staff, traders and customers</b></p> <p><b>Background</b></p> <p>NYC Traffic Enforcement use a brand called AUDAX with indicative pricing of around £300 + each. However, other online options range from £50/- to £150+ on average.</p> <p>A key attribute we should consider is the camera being waterproof and its all-round weather resistance.</p>
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Low, mid and higher priced options to follow:

**Higher-Price - £310.00 + VAT**

Brand Audax 20-1 Body Camera

Connectivity & Special Feature Technology

Exceptional high-definition video and audio quality, with an impressive recording time of over 10 hours. It ensures secure evidence collection through AES 256 encryption and user password controls, all in an auditable and approved format.

GPS for precise location tracking and automated QR code scanning for camera and user credentials, this compact body camera is both user-friendly and highly secure. It's designed for all weather conditions, with built-in infrared for night recording and tactile buttons for easy operation, even with gloves.

Usage Indoor/Outdoor

Other

- Built-in GPS for location tracking and integrated SOS for lone-worker protection
- On-camera storage and live streaming.
- Full shift recording - 12 hours at 1080P resolution or 15 hours at 480P resolution
- Auto IR lights for night recording up to 10 meters.

**Mid-Price - £129.99 + VAT**

Brand REWIRE SECURITY Body Worn Camera CCTV RX-2s Bodycam for Door Supervisor SIA Doorman Bailiff Warden Police High Definition 1080p Night Vision

Connectivity & Special Feature Technology Wired and HD Resolution

Usage Indoor/Outdoor

Other

- Offers full HD 1080p recording, 170-degree angle lens, 32GB built in memory, 6 hours record time, Auto night vision and much more

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**Low-Price - £115.00 + VAT**

Brand

Dive Pro Body 10

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	<p><u>Connectivity &amp; Special Feature Technology</u></p> <p>Night Exposure</p> <p>Battery</p> <p>Splash Proof</p> <p>Full HD 1080hp video resolution</p> <p><u>Usage</u></p> <p>Indoor/Outdoor</p> <p><u>Other</u></p> <ul style="list-style-type: none"> <li>▪ 7-hours recording time</li> </ul>
<b>Recommendation:</b>	<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>Discuss (provide feedback make a decision)</i></p>
<b>Appendices:</b>	<p><i>List in numerical order.</i></p>