



# Skipton Town Council

## Minutes of the Finance & Policy Committee of Skipton Town Council held by a remote platform on Thursday 18<sup>th</sup> February at 6.30pm

### Those Present:

Chairman: Councillor A Hickman

Councillors: Councillor P Madeley (Vice Chairman), Councillor K McIntyre, Councillor R Judge, Councillor W Feather, Councillor E Jaquin, Councillor C Nash, Councillor D Painter, Councillor A Solloway (technical issues prevented from taking part), Councillor Heseltine & Councillor Feathers.

Officers: Mrs L Close (Acting Chief Officer)

Also Present: None

**2021/027**

### **ITEM 1 – Chairman’s remarks**

Councillor Hickman asked that Councillor Madeley chaired this meeting due to not feeling well.

**2021/028**

### **ITEM 2 – To accept reasons for absence**

All present

**2021/029**

### **ITEM 3 – Declarations of Interest**

None declared.

**2021/030**

### **ITEM 4 – Dispensations Requests**

None received.

**2021/031**

### **ITEM 5 – Representation from the Public**

A member of the Broughton Road allotment association was present at the meeting and asked various financial information regarding the allotment budget. Answers to the questions were given and the Chief officer would speak further to the member of the public by telephone when in the office.

**2021/032**

### **ITEM 6 - Minutes of the last meeting**

Proposed by Councillor P Madeley

Seconded by Councillor D Painter

**RESOLVED** that the minutes of the Finance and policy committee meeting held on 16<sup>th</sup> December 2020 be accepted as a true and accurate record

*(Unanimous)*

**2021/033**

### **ITEM 7 – Finance – Trial Balance Sheet**

The trial balance sheet was received and noted.

**2021/034**

### **ITEM 8 – To Rialtus Software**

Members were asked to support a move to a new financial software package designed for Local Government organisations. This would save the Council circa 5k in future costs and would irradicate the need for costly accountants. An Internal auditor would be contracted along with the statutory AGAR.

Proposed by Councillor R Judge  
Seconded by Councillor D Painter  
**RESOLVED** to move to the new software system (unanimous)

2021/035

**ITEM 9 – Policies and Procedures**

The Chief officer circulated the policies and procedures list, and this was reviewed. It was confirmed that Risk Assessments and GDPR policies would be at the top of the priority list for review, with the help of Councillors that had experience and knowledge of this area.

Proposed by Councillor K McIntyre

Seconded by Councillor P Madeley

**REOSLVED** to adopt the circulated Operation London Bridge policy (unanimous)

2021/036

**ITEM 10 – Skipton Business Improvement District**

Discussion was held as to the relationship the Council had with the BID and what sort of partnership was formed. It was also asked what agreements we have and what financial arrangements were in place. It was discussed that the Town Council wanted to find ways to work better with the BID. Councillor Heseltine advised that there was a constructive financial arrangement, and that Councillors could not sit on the board but the Chief officer could, this was both beneficial for the present and in the future. It was advised that the Chief officer would look for further information and report back to the Committee.

2021/037

**ITEM 11 – Staffing and Management Sub Committee**

Following advise from the YLCA at a recent training session, it was discussed that the Staffing and Management subcommittee be referred back to full council with the view of adopting this subcommittee as a standalone committee reporting to Full Council at the May annual meeting of the Council.

It was confirmed that the Staffing and Management Sub Committee is for the operation of Human Resource issues only and not a form of Management of the Council. To avoid confusion this subcommittee will be renamed to Human Resources committee when it is formed in May.

Proposed by Councillor R Judge

Seconded by Councillor K McIntyre

**RESOLVED** that the Management & Staffing Subcommittee will be disbanded in May and a Human Resource standing committee will be formed at the Annual meeting of the Council.

2021/038

**ITEM 12 – Capital Projects**

Councillor Nash asked for this item to discuss ways to use the capital money made from the sale of land.

Various options were discussed from affordable housing to purchase of the Town Hall.

It was decided that the Chief Officer would find out what powers were needed and bring back to the next meeting to form a project working group.

2021/039

**ITEM 13 - To receive notification of matters that members would like including on a future agenda**

Discussions for future numbers of Ward Representative members on Committees, the Chief Officer to investigate and prepare options available.

*The meeting was closed at 19.58pm*