



# Skipton Town Council

## Minutes of the Ordinary Parish Meeting of Skipton Town Council held in the Council Chambers on Thursday 17<sup>th</sup> March 2022 at 7.00pm

### Those Present:

Chairman: Councillor K McIntyre (Mayor)

Councillors: Councillor D Shaw, Councillor T Barrett, Councillor S Bentley, Councillor J Dawson, Councillor C Nash, Councillor E Jaquin, Councillor Bell, Councillor Madeley, Councillor Nash, Councillor R Judge & Councillor R Mahmood

Officers:

Mrs L Close (Chief Officer), Mrs J Dean (Deputy Clerk)  
Mrs H Marshall (Finance Manager)

### **2021/095** ITEM 1 – Mayors remarks

Councillor K McIntyre expressed our thoughts to the people of Ukraine and to thank the residents of Skipton for all their volunteering for the people fleeing their country.

She had attended Skipton Music Festival where she enjoyed an evening listening to young musicians and she was also invited to St Andrews church for Skipton's part of International Day of Prayer.

### **2021/096** ITEM 2 – To accept apologies for absence.

Councillor Hickman, Heseltine and Feather who all had prior engagements – accepted

Councillor D Painter was absent

### **2021/097** ITEM 3 – Disclosures of Interest

None declared.

### **2021/098** ITEM 4 – Dispensations Requests

None received.

### **2021/099** ITEM 5- Representations from the public

None present.

### **2021/100** ITEM 6 - Minutes of the Previous Meeting

Proposed by Councillor P Madeley

Seconded by Councillor A Solloway

**RESOLVED** that the minutes of the Full Council meeting held on 20<sup>th</sup> January 2022 be accepted as a true and accurate record. (*unanimous*)

### **2021/101** ITEM 7 - Reports and Minutes from Committees and Sub Committees

The following reports and minutes were accepted and were uploaded to the Councillor shared drive.

- Audit and Scrutiny 8<sup>th</sup> July 2021
- Events and Tourism 30<sup>th</sup> September 2021
- Market Committee 11<sup>th</sup> August 2021
- Planning Committee 21<sup>st</sup> October 2021

- Finance and Policy 14<sup>th</sup> October 2021
- Market Committee 17<sup>th</sup> November 2021
- Events and Tourism 20<sup>th</sup> November 2021
- Events and Tourism 2<sup>nd</sup> December 2021
- Audit and Scrutiny 9<sup>th</sup> December 2021

- 2021/102**     **ITEM 8 – Matters arising from previous committees**  
 It was confirmed that clarification was still to be given from DBS service regarding the legal requirements and levels of DBS checks for market traders. It was confirmed that the Estates team were in the process of completing their checks.
- 2021/103**     **ITEM 9 – Presentation from Skipton BID**  
 The BID manager, Sarah Howsen gave a presentation of Skipton BID
- 2021/104**     **ITEM 10 – Sustainability Goals**  
 The Chief officer gave the members an update of the Sustainability goals and actions that had taken place in the office. This gave results of at least 50% less usage of paper and ink along with other key savings.
- 2021/105**     **ITEM 11 – Outside Bodies**  
 Proposed by Councillor P Madeley  
 Seconded by Councillor E Jaquin  
**RESOLVED** that written reports from representatives on outside bodies would be given prior to the full council meeting and that this item would be a standing item on the agenda with an opportunity for questions to be asked.
- 2021/106**     **ITEM 12 – Finance Matters**  
 Proposed by Councillor A Solloway  
 Seconded by Councillor J Dawson  
**RESOLVED** that the bank reconciliation and financial reports are received, accepted, and noted. *(unanimous)*
- 2021/107**     **ITEM 13 – Information Technology system**  
 A request was asked at the last meeting by Councillor Feather to resolve for the Chief officer to produce a report on the new IT system and how to gather historical information of salary, overtime, expenses, and past expenditure. Councillor Barrett advised that he did not understand why this request was needed. Councillor Madeley spoke in length about this matter and Councillor Dawson advised that an investigation had been commissioned and historical information should not be looked at again.  
 Proposed by Councillor J Dawson  
 Seconded by Councillor P Madeley  
**RESOLVED** that this item be disregarded and not actioned. *(unanimous)*
- 2021/108**     **ITEM 14 – Whistleblowing Telephone Line**  
 The Chief Officer confirmed that she had investigated the possibility of having a dedicated telephone line for whistleblowing and it was not possible to find one. She also confirmed that Skipton Town Council Whistleblowing policy mirrors Craven District Council policy and follows the NALC recommendation.

Councillor Soloway confirmed that Cravens Whistleblowing policy was extremely robust and had been created by some very experienced members and he would be confident with out policy if we have mirrored theirs.

**2021/109**     **ITEM 15 – Honorary Citizenship**

A request had been received from the Chairman of the British Legion to award an honorary citizenship to a member of the legion for his service to Skipton. Councillor Bell confirmed that a citizenship was given approx. 20 years ago to the mayor of the twinning town. He advised that the Legion should be thanking this person for service.

Councillor Madeley advised that he felt something should be given for his service.

The Chief Officer confirmed that under the Local Government Act 1972, schedule 249 (8) the council may award a title of Honorary Freeman.

Proposed by Councillor P Madeley

Seconded by Councillor J Dawson

**RESOLVED** to award an Honorary Freeman title at a special meeting of the Council on May 12<sup>th</sup>, 2022. *(10 votes in favour, 1 abstention)*

**2021/110**     **ITEM 16 – BID Office**

The Council were asked to discuss any options for the rehire of the office for BID use.

Councillor D Shaw advised that he disagreed with any options for hire and the office was for town council staff.

Councillor P Madeley advised that the office space in discussion was needed for our events staff. The Chief Officer tried to advise Councillor Madeley of factual circumstances, but he dismissed her and advised he was speaking to members only.

Councillor A Solloway advised that he felt it was great that BID had a partnership with all Councils not just the Town however he felt that they would need to be independent and have no influence with any partnership or premises.

Proposed by Councillor R Judge

Seconded by Councillor D Shaw

**RESOLVED** that the option of internal office space is not available and to keep the hot desk option at this time. *(9 in favour)*

Councillor K McIntyre closed the meeting by thanking all staff and Current Councillors especially those Councillors not standing in the upcoming elections.

Special thoughts were also passed to Councillor Hickman and his family

With no further business discussed the meeting closed at 20.04pm.