



# Skipton Town Council

## Minutes of the Finance & Policy Committee of Skipton Town Council held in the Council Chamber, Town Hall on Thursday 18<sup>th</sup> August 2022 at 18.30pm

### Those Present.

Chairman: Councillor C Nash  
Councillor P Madeley, Councillor K McIntyre, Councillor W Feather &  
Councillor C Harbron

Officers: Mrs J Dean (Deputy Clerk) & Mrs H Marshall (Finance Manager)

1 member of the public- Councillor A Heseltine

**2223/017**

### **ITEM 1 – Chairman’s remarks**

Councillor Nash thanked everyone for attending and stated the importance of having a copy of the Standing Orders to hand during meetings so that they can be referred to if required.

**2223/018**

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

Reasons for absence were accepted from Councillor R Heseltine and Councillor R Judge.

Reasons were not submitted by Councillor A Higgins.

**2223/019**

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

None declared.

**2223/020**

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

None received.

**2223/021**

### **ITEM 5 – Representations from the public**

None

**2223/022**

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

Councillor Nash proposed an amendment to Item 10 to reflect that she felt the decision should have been made by Full Council. Committee Members unanimously agreed to that amendment.

Councillor Nash proposed an amendment to Item 12 to insert the wording ‘adopted the implementation of’, as the Sustainability Goals were adopted in January 2021. Committee Members unanimously agreed to that amendment.

**RESOLVED** that the minutes of the Finance and policy committee meeting held on 16th June 2022 be accepted as a true and accurate record, following the agreed amendments made to items 10 and 12.

*(unanimous)*

2223/023

**ITEM 7 – Matters Arising**

**RESOLVED** that the Finance and Policy Committee recommends to Full Council that the Terms of Reference for the Finance and Policy Committee be amended to delete all staffing matters.

*(Unanimous)*

2223/024

**ITEM 8 – Budget**

The budget report was circulated, and the Committee went through the budget for each area so that any queries could be answered.

Councillor C Nash had raised the service recharge to the Market on the budget sheet. The Finance Manager will remove that budget heading, as the Market Salaries are now shown in the Market accounts. This would mean that the Council's income shows a £17,500 reduction, this would be covered by underspend in other areas.

Clarification was given on the legal expenses in the Administration Budget.

Councillor Harbron asked for further information on line 4090 Rent and Rates, as it appeared that this may go over budget this year. The Finance Manager would get further details and circulate.

Councillor Madeley suggested that there needed to be forward planning on the maintenance of the Councils play areas and asked if s106 monies could be used for maintenance. The Finance Manager will enquire about this with CDC. Councillor Nash suggested that other grants could be looked into, and that the Public Services Committee will be looking at formulating a Strategy for the Council's Play Areas.

Councillor Nash highlighted that the Events Manager had done well with bringing in income to assist with covering the costs of the Events.

Councillor Madeley requested information on the amount of overtime paid to staff covering events, and that overtime should be shown on the budget report. Councillor Madeley requested to have information on the number of hours taken by staff using TOIL. A discussion followed on whether that was an issue for Management and Staffing or this Committee. Members agreed that they required to see the financial implications of staff overtime and TOIL, and that it should be shown with the budget report going forward.

It was requested that the allotment salaries be included with the allotment budget.

A discussion followed on the rising inflation and costs, and the reserves that the Council has available. Committee Members agreed that there should be an item on the next agenda to discuss the Council Reserves.

The Finance Manager will prepare information on the level of Reserves that is recommended as best practice. All committees would need to consider how they can cut costs or generate income for the setting of next years budget. The Finance and Policy would look at the draft 2023/24 budget at the December meeting.

The Committee also asked for clarification at the next meeting on the HAZ funding, and the CDC contribution to Market projects.

Members received and noted the Budget Report.

**2223/025**

**ITEM 9 – Sustainability Goals**

Members received and noted the Progress Report from Councillor Morgan. Thanks were given to Councillor Morgan for putting the report together, and thanks were given to the staff in the office for the efforts they had been making.

**2223/026**

**ITEM 10 – Capital Working Group**

Members requested to have a member of staff present at the meeting and to have some information on the difference between capital and revenue.

**RESOLVED** that the Capital Working Group would meet at 18:30pm on the 22<sup>nd</sup> September.

*(Unanimous)*

**2223/027**

**ITEM 11 – Skipton Town Council Strategic Plan**

Members received and noted the update on the Strategic Plan to date.

A discussion was held on the formation of the new plan, and other Town Councils that have strategic plans.

The Deputy Clerk will contact Knutsford Town Council to ask them about the process they use for formulating their plan, including how they consult with the community.

Councillor Nash proposed that the existing plan be amended and edited to continue through to 2024. This would allow time for a working group to put together a new Strategic Plan from May 2024 onwards. Cllr Harbron agreed that this would also allow time for the local government reorganisation to be completed, and the Council to have a clearer understanding on whether there will be any additional services taken on.

There was a discussion on different options on how to consult with people and how they would feed into the plan.

**RESOLVED** to adapt the existing Strategic Plan to continue to 2024. A draft of this to be prepared for the next Finance and Policy Meeting, and then to go to Full Council for adoption. *(unanimous)*

**RESOLVED** to produce an annual summary of what the Council has achieved for the Annual Meeting each May. *(unanimous)*

**RESOLVED** to form a working group, with all Councillors invited to attend, to begin work on a Strategic Plan from May 2024. *(unanimous)*

Councillor Nash and the Chief Officer/Deputy Clerk will liaise to set and circulate a date for an initial meeting.

Councillor Harbron left the meeting at 20:00pm

**2223/028**

**ITEM 12 – Notification of Business for Future agendas**

To review the Council's Insurance

Draft Strategic Plan amended to continue to 2024

Council Reserves

HAZ Funding

*The meeting was closed at 20.05pm*