



Skipton Town Council

Minutes of the Annual Meeting of Skipton Town Council held in the Council Chambers on Thursday 18th May 2023 at 7.00pm

Those Present.

Chairman: Councillor R Judge (Presiding Mayor)
Councillor Morgan, Councillor Feather, Councillor Bentley, Councillor McDaid,
Councillor Madeley, Councillor Higgins, Councillor A Heseltine, Councillor
Harbron, Councillor Noland, Councillor Nash, Councillor McIntyre, Councillor
Kettu & Councillor Morton.

Officers: Mrs L Close (Chief Officer), Mrs J Dean (Deputy Clerk)
Mrs H Marshall (Finance Manager) Miss H Corrigan (Events Manager)

Reporter from the Craven Herald
2 members of the public

2324/001 ITEM 1 – Election of Mayor for the 2023/2024 civic year

Councillor S Bentley

Proposed by Councillor P Madeley

Seconded by Councillor R Judge

RESOLVED that Councillor S Bentley was unanimously elected Town Mayor
for 2023/24

2324/002 ITEM 2 – Mayors Declaration of Acceptance of Office

Read and signed at the meeting.

2324/003 ITEM 3 – Mayor's Remarks

Councillor S Bentley thanked colleagues for the support of votes to be Town
Mayor.

2324/004 ITEM 4 – Election of Deputy Mayor for the Civic Year 2023/2024

Councillor P Madeley was proposed by Councillor McDaid & seconded by
Councillor Judge to the position of Deputy Mayor

9 votes in favour

Councillor W Feather was proposed by Councillor Feather and seconded by
Councillor Nash to the position of Deputy Mayor.

4 votes in favour

RESOLVED that Councillor P Madeley is elected Deputy Mayor for 2023/24.

2324/005 ITEM 5 - To accept apologies for absence.

Councillor R Heseltine and Councillor M Courcier who had prior engagements.

Reasons accepted.

2324/006 ITEM 6 – Disclosures of Interest

None declared.

- 2324/007** **ITEM 7 – Dispensations Requests**
None received.
- 2324/008** **ITEM 8- Representations from public**
A member from the Disability forum was attending the meeting.
- A member of the public stated that since his last attendance at a meeting on the 16th of March, information had not been updated on the website and it felt like the Council was operating a secret service.
The Chief officer confirmed that all information was uploaded on the website, and this had been confirmed at the recent internal audit review and that if the gentleman wanted to make direct contact, she would help direct him to the information he requested.
- 2324/009** **ITEM 9 – Minutes of the previous meeting**
Proposed by Councillor P Madeley
Seconded by Councillor S Bentley
RESOLVED that the minutes of the Full Council meeting held on 16th March, and the extra ordinary meetings held on 19th April and 13th May 2023, are a true and accurate record of the meeting.
9 votes in favour
2 against
2 abstentions
- 2324/010** **ITEM 10 - Reports and Minutes from Committees and Sub Committees**
The following reports and minutes were accepted and are uploaded to the Councillor shared drive prior to the meeting.
Events and Tourism Committee – 26th January 2023 (approved by Committee 27th April 2023)
Market Committee – 8th February (approved by Committee 10th May)
Public Services 2nd February & 22nd March (approved by Committee 13th April)
Proposed by Councillor P Madeley
Seconded by Councillor K McIntyre
RESOLVED unanimously to accept the above minutes.
- 2324/011** **ITEM 11 – Standing Orders**
Proposed by Councillor Madeley
Seconded by Councillor Nash
RESOLVED unanimously to adopt Standing Orders.
- 2324/012** **ITEM 12 – Financial Regulations**
Proposed by Councillor P Madeley
Seconded by Councillor C Harbron
RESOLVED unanimously to adopt the financial regulations.

2324/013 **ITEM 13 – Delegation Arrangements under Local Government Act 1072, s101**

In accordance with SO5j, the following review of delegated functions were resolved.

Proposed by Councillor A Higgins

Seconded by Councillor R Judge

RESOLVED the following delegated arrangements to the following standard committees,

Finance Committee

Audit, Scrutiny & Planning Committee

Public services Committee

Market & Events Committee

Management and Staffing Committee

8 votes in favour

2 against

1 abstention

Proposed by Councillor P Madeley

Seconded by Councillor B McDaid

RESOLVED to adopt the Scheme of Delegation approved at Full Council on the 19th of April 2023.

11 votes in favour.

2324/014 **ITEM 14 – Committee Terms of Reference**

To confirm the previously circulated Terms of Reference for the Council's Committees.

Proposed by Councillor P Madeley

Seconded by Councillor L Morgan

RESOLVED, 11 votes in favour, 2 abstentions.

2324/015 **ITEM 15 – Membership of Finance Committee**

Proposed by Councillor C Nash

Seconded by Councillor R Judge

RESOLVED to approve the membership of the following Councillors to the Finance Committee, Councillors Madeley, Feather, McIntyre, Judge, Morgan and Higgins. **Unanimous**

2324/016 **ITEM 16 – Chairman and Vice Chairman of the Finance Committee**

Proposed by Councillor Madeley

Seconded by Councillor McDaid

RESOLVED that Councillor Higgins be appointed chairman of this committee.

12 votes in favour.

Proposed by Councillor A Higgins

Seconded by Councillor R Judge

RESOLVED that Councillor L Morgan be appointed Vice Chairman of this committee. **Unanimous**

- 2324/017** **ITEM 17 –Membership of the Audit, Scrutiny and Complaints Committee**
Proposed by Councillor P Madeley
Seconded by Councillor L Morgan
RESOLVED that the following Councillors be appointed to this committee –
Councillor B McDaid, Bentley, Morton, Nash, A Heseltine, C Harbron and
Kettu

Unanimous
- 2324/018** **ITEM 17 – Chairman and Vice Chairman of Audit, Scrutiny and Planning Committee**
Proposed by Councillor Madeley
Seconded by Councillor L Morton
RESOLVED that Councillor Harbron be appointed Chairman of Audit, Scrutiny
and Planning Committee.

Unanimous

Proposed by Councillor S Bentley
Seconded by Councillor L Morgan
RESOLVED that Councillor B McDaid be appointed Vice Chairman of Audit,
Scrutiny and Planning Committee.

Unanimous
- 2324/019** **ITEM 19 – Membership of the Public Services Committee.**
Proposed by Councillor B McDaid
Seconded by Councillor L Morgan
RESOLVED that the following Councillors be appointed to the Public Services
Committee, Councillors Bentley, Nash, Madeley, McIntyre, Judge, A Heseltine,
McDaid and Morgan.

Unanimous
- 2324/020** **ITEM 20 – Chairman and Vice Chairman of Public Services Committee**
Proposed by Councillor P Madeley
Seconded by Councillor L Morgan
RESOLVED that Councillor K McIntyre be appointed Chairman of this
Committee.

Unanimous

Proposed by Councillor Higgins
Seconded by Councillor Kettu
RESOLVED that Councillor L Morgan be appointed Vice Chairman of Public
Services committee.

Unanimous.
- 2324/021** **ITEM 21 – Membership of the Markets and Events Committee**
Proposed by Councillor A Higgins
Seconded by Councillor C Harbron
RESOLVED that the following Councillors be appointed to the Market and
Events Committee, Councillors Bentley, Madeley, Feather, Noland, Morgan,
Kettu, McIntyre and Harbron.

Unanimous.
- 2324/022** **ITEM 22 – Chairman and Vice Chairman of the Market and Events Committee.**
Proposed by Councillor A Higgins
Seconded by Councillor C Harbron
RESOLVED that Councillor P Madeley be appointed chairman of this
Committee.

11 votes in favour.

Proposed by Councillor P Madeley
Seconded by Councillor L Morgan
RESOLVED that Councillor V Kettu be appointed Vice chairman of this Committee. **Unanimous.**

2324/023 **ITEM 23 – Membership of the Management and Staffing Committee.**

Proposed by Councillor P Madeley
Seconded by Councillor C Harbron
RESOLVED to approve the membership of the following Councillors to this Committee, Councillors Bentley, Feather, Madeley, McIntyre, Morton, Judge, McDaid and Higgins. **Unanimous**

2324/024 **ITEM 24 – Chairman and Vice Chairman of the Management and Staffing Committee.**

Councillor R Judge was proposed by Councillor Nash, seconded by Councillor Morton. **4 votes**
Councillor B McDaid was proposed by Councillor Madeley, seconded by Councillor Higgins. **9 votes**
RESOLVED with 9 votes in favour, Councillor McDaid be appointed as Chairman of this committee.

Proposed by Councillor C Harbron, seconded by Councillor McDaid
RESOLVED unanimously that Councillor Judge be appointed Vice Chairman of this committee.

2324/025 **ITEM 25 – Risk Management**

Proposed by Councillor Harbron
Seconded by Councillor P Madeley
RESOLVED to adopt the Risk Management document.
Unanimous

2324/026 **ITEM 26 – Outside Bodies**

John Rimmington Trust

Councillor C Nash, proposed by Councillor S Bentley, seconded by Councillor L Morgan, **RESOLVED** unanimously.
Councillor L Morgan, proposed by Councillor K McIntyre, seconded by Councillor R Judge, **RESOLVED** unanimously.
Councillor R Judge, proposed by Councillor R Judge, seconded by Councillor C Nash, **RESOLVED** unanimously.

Craven Museum

Councillor C Nash, proposed by Councillor C Nash, seconded by Councillor S Morton, **RESOLVED** unanimously.
Councillor P Madeley, proposed by Councillor P Madeley, seconded by Councillor R Judge, **RESOLVED** unanimously.
Councillor B McDaid, proposed by Councillor P Madeley, seconded by Councillor K McIntyre, **RESOLVED** unanimously.

Councillor L Morgan, proposed by Councillor L Morgan, seconded by Councillor V Kettu, **RESOLVED** unanimously.

Greatwood & Horse Close Estate Committee

Councillor L Morgan, proposed by Councillor McIntyre, seconded by Councillor R Judge, **RESOLVED** unanimously.

Yorkshire Local Councils Association

Councillor C Harbron, proposed by Councillor Harbron, seconded by Councillor P Madeley, **RESOLVED** unanimously.

Councillor B McDaid, proposed by Councillor Madeley, seconded by Councillor Morton, **RESOLVED** unanimously

Coulthurst Craven Sports Centre

Councillor B McDaid, proposed by Councillor B McDaid, seconded by Councillor L Morgan, **RESOLVED** unanimously.

SELRAP

Councillor C Nash, proposed by Councillor C Nash, seconded by Councillor D Noland, **4 votes in favour.**

Councillor B McDaid, proposed by Councillor A Higgins, seconded by Councillor V Kettu, **RESOLVED, 9 votes in favour.**

Fairtrade Steering Group

Councillor C Nash & Councillor W Feather

Proposed by Councillor L Morgan, seconded by Councillor S Bentley
RESOLVED, unanimously.

Friends of Raikes road Burial ground

Councillor P Madeley, proposed by Councillor L Morgan, seconded by Councillor S Morton, **RESOLVED** unanimously.

2324/027

ITEM 27 – General Power of Competence

Proposed by Councillor P Madeley

Seconded by Councillor A Higgins

RESOLVED, unanimously to confirm that the Council is eligible to exercise the General Power of Competence.

2324/028

ITEM 28 – Insurance

Proposed by Councillor P Madeley

Seconded by Councillor L Morgan

RESOLVED, unanimously, to confirm that the Council has the relevant required insurance cover in respect of all insurable risks.

2324/029

ITEM 29 – Complaints Procedure

Proposed by Councillor C Harbron

Seconded by Councillor R Judge

RESOLVED, unanimously, to review and adopt the Council's complaints procedure.

- 2324/030** **ITEM 30 – Data Protection Policies**
Proposed by Councillor C Harbron
Seconded by Councillor L Morgan
RESOLVED, that the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation has been reviewed and adopted. **12 votes in favour, 2 abstentions.**
- 2324/031** **ITEM 31 – Media Policies**
Councillor Harbron asked if the use of the Town Council logo could be considered and built into the policy at a future meeting.
Proposed by Councillor C Harbron
Seconded by Councillor L Morgan
RESOLVED, unanimously that the review and adoption of the Council's policies in media / social media be accepted.
- 2324/032** **ITEM 32 – Employment Policies and Procedures**
Proposed by Councillor B McDaid
Seconded by Councillor C Harbron
RESOLVED that the review and adoption of the Council's employment practises and procedures be accepted. **13 votes in favour, 1 abstention.**
- 2324/033** **ITEM 33 – Code of Conduct and Councillor / Officer Protocol**
Proposed by Councillor W Feather
Seconded by Councillor C Nash
RESOLVED, unanimously to adopt the Code of Conduct and Councillor / Officer protocol.
- 2324/034** **ITEM 34 – Policies and Procedures**
Proposed by Councillor R Judge
Seconded by Councillor C Harbron
RESOLVED, unanimously, to adopt the remaining Council policies and procedures, and to confirm that all Councillors know where to find copies of all Council policies and procedures.
- 2324/035** **ITEM 35 – Meetings Calendar**
Proposed by Councillor R Judge
Seconded by Councillor A Higgins
RESOLVED, unanimously to approve the calendar of meetings for the 2023/2024 year.
- 2324/036** **ITEM 36 – Forces Champion**
Proposed by Councillor S Bentley
Seconded by Councillor R Judge
RESOLVED, unanimously to appoint Councillor W Feather as Forces Champion.
- 2324/037** **ITEM 37 – Civic Events**
Amendment proposed by Councillor C Nash to include white poppies on the wreaths purchased for the Civic events.
Seconded by Councillor B McDaid,

10 votes in favour, 2 abstentions, 1 against.

Proposed by Councillor R Judge
Seconded by Councillor S Bentley

RESOLVED, unanimously, to confirm the Civic events for the forthcoming year and to purchase of a wreath for these occasions, to now include white poppies.

Armed Forces Day, Falklands Day, VJ Day, Merchant Navy Day, Remembrance Day, Parade Sunday, and VE Day.

2324/038

ITEM 38 – Annual Report

Proposed by Councillor C Harbron

Seconded by Councillor P Madeley

RESOLVED to receive and note the Annual report.

2324/039

ITEM 39 – Notification of Business for a Future Agenda

Councillor Nash requested that each meeting an invite was sent to the Unitary Councillors to attend the Town Council meeting. Chief Officer confirmed she would action this.

Councillor R Judge requested that the Ice Rink was an agenda item for the next full council meeting.

With no further business discussed the meeting closed at 20.25pm,