



Skipton Town Council

Minutes of the Annual Meeting of Skipton Town Council held in the Council Chambers on Thursday 16th May 2024 at 7.00pm

Those Present.

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

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

Reporter from the Craven Herald
3 members of the public

2425/001 ITEM 1 – Election of Mayor for the 2024/2025 civic year

Councillor C Nash
Proposed by Councillor S Morton
Seconded by Councillor C Harbron
7 votes in favour

Councillor V Kettu
Proposed by Councillor P Madeley
Seconded by Councillor B McDaid
6 votes in favour

Councillor S Bentley
Proposed by Councillor S Bentley
Seconded by Councillor P Madeley
1 vote in favour

RESOLVED that Councillor C Nash be elected Town Mayor for 2023/24

2425/002 ITEM 2 – Mayors Declaration of Acceptance of Office

Read and signed at the meeting.

2425/003 ITEM 3 – Election of Deputy Mayor for the Civic Year 2024/2025

Councillor W Feather was proposed by Councillor R Heseltine & seconded by
Councillor Harbron to the position of Deputy Mayor

RESOLVED unanimously that Councillor W Feather is elected Deputy Mayor
for 2024/25.

2425/004 ITEM 4 - To accept apologies for absence.

Councillor Noland and Judge who had prior work engagements.
Reasons accepted.

Member attendance was discussed, and it was advised that members should be held accountable for not attending meetings and asked to consider their position.

2425/005 **ITEM 5 – Disclosures of Interest**

None declared.

2425/006 **ITEM 6 – Dispensations Requests**

None received.

2425/007 **ITEM 7 - Representations from public**

Members of the Skipton Charity's Gala attended the meeting to request that the Council take over the running of the Gala after this year.

It was confirmed that this item would be sent to the next Market and Events committee meeting.

2425/008 **ITEM 8 – Minutes of the previous meeting**

Proposed by Councillor K McIntyre

Seconded by Councillor P Madeley

RESOLVED that the minutes of the Full Council meeting held on 14th March 2024.

Unanimous

2425/009 **ITEM 9 - Reports and Minutes from Committees and Sub Committees**

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

Finance Committee -13th February.

Proposed by Councillor A Higgins, seconded by Councillor L Morgan.

Management and Staffing Committee – 13th February.

Proposed by Councillor B McDaid, seconded by Councillor P Madeley.

Audit, Scrutiny & Planning Committee – 1st February.

Proposed by Councillor C Harbron, seconded by Councillor A Higgins.

Events & Marketing Committee – 24th January.

Proposed by Councillor P Madeley, seconded by Councillor L Morgan.

RESOLVED unanimously to accept the above minutes.

2425/010 **ITEM 10 – Annual Governance Statement 2023/2024**

Proposed by Councillor P Madeley

Seconded by Councillor K McIntyre

Resolved to approve the Annual Governance Statement, Section 1, 2023/24

2425/011 **ITEM 11 – Accounting Statements 2023/2024**

Proposed by Councillor A Higgins

Seconded by Councillor P Madeley

Resolved to approve the Accounting Statements, Section 2, 2023/24

2425/012 **ITEM 12 – Internal Audit**

Proposed by Councillor P Madeley, seconded by Councillor S Morton and

Resolved to accept the internal audit with congratulations passed to the staff.

- 2425/013** **ITEM 13 – Standing Orders**
Councillor P Madeley advised that substitutions should be used for meetings, it was confirmed that this was included.
Councillor C Nash advised that people should stand when speaking at full council meetings.
Proposed by Councillor W Feather, seconded by Councillor S Morton
Resolved unanimously to adopt Standing Orders.
- 2425/014** **ITEM 14 – Financial Regulations**
Proposed by Councillor L Morgan
Seconded by Councillor P Madeley
RESOLVED unanimously to adopt the financial regulations.
- 2425/015** **ITEM 15 – Delegation Arrangements under Local Government Act 1072, s101**
In accordance with SO5j, the following review of delegated functions were resolved.
Proposed by Councillor P Madeley
Seconded by Councillor B McDaid
RESOLVED unanimously 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
- Proposed by Councillor P Madeley
Seconded by Councillor B McDaid
RESOLVED unanimously to adopt the Scheme of Delegation.
- 2425/016** **ITEM 16 – Committee Terms of Reference**
To confirm the previously circulated Terms of Reference for the Council's Committees.
Proposed by Councillor L Morgan
Seconded by Councillor P Madeley
RESOLVED unanimously.
- 2425/017** **ITEM 17 – Membership of Finance Committee**
Proposed by Councillor P Madeley
Seconded by Councillor A Higgins
RESOLVED to approve the membership of the following Councillors to the Finance Committee, Councillors Madeley, Judge, R Heseltine, Feather, McIntyre, Morton, Morgan and Higgins.
- Unanimous**
- 2425/018** **ITEM 18 – Chairman and Vice Chairman of the Finance Committee**
Proposed by Councillor P Madeley
Seconded by Councillor L Morgan

RESOLVED that Councillor Higgins be appointed chairman of this committee.
Unanimous

Proposed by Councillor L Morgan
Seconded by Councillor P Madeley

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

2425/019 **ITEM 19 – Membership of the Audit, Scrutiny and Planning 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, Nash, A Heseltine, C Harbron, M Courcier and Kettu.
Unanimous

2425/020 **ITEM 20 – Chairman and Vice Chairman of Audit, Scrutiny and Planning Committee**

Proposed by Councillor P Madeley
Seconded by Councillor S Morton

RESOLVED that Councillor Harbron be appointed Chairman of Audit, Scrutiny and Planning Committee.
Unanimous

Proposed by Councillor P Madeley
Seconded by Councillor S Morton

RESOLVED that Councillor B McDaid be appointed Vice Chairman of Audit, Scrutiny and Planning Committee.
Unanimous

2425/021 **ITEM 21 – Membership of the Public Services Committee.**

Proposed by Councillor K McIntyre
Seconded by Councillor L Morgan

RESOLVED that the following Councillors be appointed to the Public Services Committee, Councillors Bentley, Nash, Madeley, McIntyre, A Heseltine, McDaid, Judge and Morgan.
Unanimous

2425/022 **ITEM 22 – Chairman and Vice Chairman of Public Services Committee**

Proposed by Councillor P Madeley
Seconded by Councillor B McDaid

RESOLVED that Councillor K McIntyre be appointed Chairman of this Committee.
Unanimous

Proposed by Councillor P Madeley
Seconded by Councillor W Feather

RESOLVED that Councillor L Morgan be appointed Vice Chairman of Public Services committee.
Unanimous

Proposed by Councillor L Morgan, seconded by Councillor P Madeley and **resolved** that Councillors Morton and Kettu are substitutions for this committee.

- 2425/023** **ITEM 23 – Membership of the Markets and Events Committee**
Proposed by Councillor P Madeley
Seconded by Councillor B McDaid
RESOLVED that the following Councillors be appointed to the Market and Events Committee, Councillors Bentley, Madeley, Feather, Noland, Morgan, Kettu, McIntyre and Harbron. ***Unanimous.***
- 2425/024** **ITEM 24 – Chairman and Vice Chairman of the Market and Events Committee.**
Proposed by Councillor W Feather
Seconded by Councillor V Kettu
RESOLVED that Councillor P Madeley be appointed chairman of this Committee. ***Unanimous.***
- Proposed by Councillor B McDaid
Seconded by Councillor L Morgan
RESOLVED that Councillor W Feather be appointed Vice chairman of this Committee. ***Unanimous.***
- Proposed by Councillor L Morgan, seconded by Councillor P Madeley and **resolved** that Councillors Nash and McDaid are substitutions for this committee.
- 2425/025** **ITEM 25 – Membership of the Management and Staffing Committee.**
Proposed by Councillor S Bentley
Seconded by Councillor W Feather
RESOLVED to approve the membership of the following Councillors to this Committee, Councillors Bentley, Feather, Madeley, McIntyre, Morton, Morgan McDaid and Higgins. ***Unanimous.***
- 2425/026** **ITEM 26 – Chairman and Vice Chairman of the Management and Staffing Committee.**
Proposed by Councillor P Madeley
Seconded by Councillor V Kettu
Resolved that Councillor B McDaid be appointed Chairman of this committee. ***Unanimous.***
- Proposed by Councillor P Madeley, seconded by Councillor W Feather
RESOLVED unanimously that Councillor Higgins be appointed Vice Chairman of this committee. ***Unanimous.***
- Proposed by Councillor P Madeley, seconded by Councillor S Morton and **resolved** that Councillor Nash be a substitution for this committee.
- 2425/027** **ITEM 27 – Risk Management**
Proposed by Councillor W Feather
Seconded by Councillor L Morgan
RESOLVED to adopt the Risk Management document. ***Unanimous.***

2425/028 **ITEM 28 – Outside Bodies**

John Rimmington Trust
Councillor Nash, Morton and Morgan

Greatwood & Horse Close Estate Committee
Councillor L Morgan

Yorkshire Local Councils Association
Councillor B McDaid & Councillor C Nash

Coulthurst Craven Sports Centre
Councillor B McDaid

SELRAP
Councillor C Nash

Fairtrade
Councillor Nash, McIntyre and Feather

Friends of Raikes Road Burial ground
Councillor P Madeley

Proposed by Councillor L Morgan
Seconded by Councillor P Madeley
Unanimous

2425/029 **ITEM 29 – Fairtrade Town**

Proposed by Councillor C Nash
Seconded by Councillor L Morgan
Resolved to reconfirm that Skipton Town Council continues to support Skipton being a fairtrade town. ***Unanimous.***

2425/030 **ITEM 30 – Insurance**

Proposed by Councillor W Feather
Seconded by Councillor P Madeley
Resolved and confirmed that all of the Council relevant insurance documents are in place. ***Unanimous.***

2425/031 **ITEM 31 – Complaints Procedure**

Proposed by Councillor A Higgins
Seconded by Councillors L Morton
Resolved the Council's complaint procedure was reviewed adopted. ***Unanimous.***

2425/032 **ITEM 32 – Data Protection Policies**

Proposed by Councillor A Higgins
Seconded by Councillor L Morgan

- Resolved** that the Council's Policies, procedures and practises in respect of its obligation under freedom of information and data protection legislation were reviewed and adopted. *Unanimous.*
- 2425/033 **ITEM 33 – Media Policies**
Proposed by Councillor W Feather
Seconded by Councillor P Madeley
Resolved that the Council's media / social media policies were reviewed and adopted. *Unanimous.*
- 2425/034 **ITEM 34 – Employment Policies and Procedures**
Proposed by Councillor A Higgins
Seconded by Councillor L Morgan
Resolved that all Council Employment policies and procedures were reviewed and adopted. *Unanimous.*
- 2425/035 **ITEM 35 – Code of Conduct and Councillor / Officer Protocol**
Proposed by Councillor A Higgins
Seconded by Councillor L Morgan
Resolved to adopt the Code of conduct / officer protocol. *Unanimous.*
- 2425/036 **ITEM 36 – Policies and Procedures**
Proposed by Councillor A Higgins
Seconded by Councillor L Morgan
Resolved all remaining Council Policies and Procedures, not listed under Standing Order 5, were adopted, and confirmed all Councillors know where to find copies of all Council Policies and Procedures. *Unanimous.*
- 2425/037 **ITEM 37 – Meetings Calendar**
Proposed by Councillor L Morgan
Seconded by Councillor S Bentley
Resolved that the Calendar of meetings was approved. *Unanimous.*
- 2425/038 **ITEM 38 – Community Fund**
Councillor A Higgins spoke in favour of the new Community Grant scheme which was also supported by Councillor B McDaid.
Proposed by Councillor A Higgins
Seconded by Councillor L Morgan
Resolved to adopt the process and application forms for the Community Grant scheme funding. *Unanimous.*
- 2425/039 **ITEM 39 – Forces Champion**
Proposed by Councillor C Nash
Seconded by Councillor L Morgan
Resolved to appoint Councillor W Feather Forces Champion. *Unanimous.*
- 2425/040 **ITEM 40 – Civic Events**
The list of Civic Events for 2024/25 were received and noted.
- 2425/041 **ITEM 41 – Annual Report**
The Annual Report was received and noted, and Officers were thanked and congratulated.

2425/042 ITEM 42 – Notification of Business for a Future Agenda

With no further business discussed the meeting closed at 20.48pm.

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