



Minutes of the Annual Meeting of Skipton Town Council held at Belle Vue Square office, Skipton on Thursday, 15th May 2025 at 7.00 pm

Those Present.

Chairman: Councillor C Nash (Presiding Mayor)
Councillor Morgan, Councillor Feather, Councillor Madeley, Councillor A Heseltine, Councillor Harbron, Councillor R Heseltine, Councillor Nash, Councillor McIntyre, Councillor Kettu, Councillor Pickard, Councillor Morton & Councillor Woollacott.

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

Reporter from the Craven Herald
Members of the public

Councillor C Nash, presiding Mayor, held a one-minute silence in memory of former Town Councillor Mr P Whittaker.

2526/001 ITEM 1 – Election of Mayor for the 2025/2026 civic year

Councillor W Feather
Proposed by Councillor R Heseltine
Seconded by Councillor P Madeley
Resolved in favour

RESOLVED that Councillor W Feather be elected Town Mayor for 2025/26

2526/002 ITEM 2 – Mayor's Declaration of Acceptance of Office

Read and signed at the meeting.

Councillor W Feather then presented Councillor C Nash with her former Mayor's badge.

2526/003 ITEM 3 – Election of Deputy Mayor for the Civic Year 2025/26

Councillor A Heseltine was proposed by Councillor P Madeley & seconded by Councillor Harbron to the position of Deputy Mayor

RESOLVED in favour that Councillor A Heseltine is elected Deputy Mayor for 2025/26.

2526/004 ITEM 4 - To accept apologies for absence.

Councillor McDaid and Councillor Higgins who had prior engagements.
Reasons accepted.

2526/005 ITEM 5 – Disclosures of Interest

Councillor K McIntyre and Councillor R Heseltine – Tarn Moor trust
Neither member took any part of the discussions or voting for the Tarn Moor trust agenda item.

- 2526/006** **ITEM 6 – Dispensations Requests**
None received.
- 2526/007** **ITEM 7 - Representations from public**
None present.
- 2526/008** **ITEM 8 – Minutes of the previous meeting**
Proposed by P Madeley
Seconded by C Harbron
RESOLVED in favour that the minutes of the Full Council meeting held on 20th March 2025 are a true and accurate record of the meeting.
- 2526/009** **ITEM 9 - Reports and Minutes from Committees and Sub Committees**
Proposed by Councillor P Madeley, seconded by Councillor L Morgan, and resolved in favour to accept the minutes of the Market and Events Committee held on 22nd January 2025.
Proposed by Councillor P Madeley, seconded by Councillor L Morgan, and resolved in favour to accept the minutes of the Management and Staffing Committee held on 13th February 2025.
- 2526/010** **ITEM 10 – Finance reports**
Proposed by Councillor C Nash
Seconded by Councillor L Morgan
Resolved to approve the schedule of payments, receipts, bank reconciliations, and the budget to date.
- 2526/011** **ITEM 11 – Annual Governance Statement 2025/26**
Proposed by Councillor C Nash, seconded by Councillor P Madeley and resolved in favour to approve Section 1 of the Annual Governance Statement 2025/26.
- 2526/012** **ITEM 12 – Accounting Statements 2025/26**
Proposed by Councillor K McIntyre, seconded by Councillor M Pickard, and resolved in favour to approve Section 2 of the accounting statements 2025/26.
- 2526/013** **ITEM 13 – Internal Audit**
Proposed by Councillor L Morgan, seconded by Councillor K McIntyre, and **resolved** to accept the internal audit, with congratulations passed to the finance team.
- 2526/014** **ITEM 14 – Standing Orders**
Councillor C Nash advised that people should stand when speaking at full council meetings as stated in section 3i, or this should be removed, proposed by Councillor C Nash, seconded by Councillor M Pickard, and resolved to remove section 3i.
Proposed by Councillor L Morgan, seconded by Councillor P Madeley
Resolved in favour of adopting Standing Orders.

- 2526/015 ITEM 15 – Financial Regulations**
Proposed by Councillor L Morgan
Seconded by Councillor K McIntyre
RESOLVED in favour to adopt the financial regulations.
- 2526/016 ITEM 16 – Delegation Arrangements under Local Government Act 1072, s101**
In accordance with SO5j, the following review of delegated functions was resolved.
Proposed by Councillor P Madeley
Seconded by Councillor L Morgan
RESOLVED in favour for the delegated arrangements to the following standard committees, and to adopt the Scheme of Delegation.
Finance Committee
Audit, Scrutiny & Planning Committee
Public Services Committee
Market & Events Committee
Management and Staffing Committee
- 2526/017 ITEM 17 – Committee Terms of Reference**
To confirm the previously circulated Terms of Reference for the Council's Committees.
Proposed by Councillor S Bentley
Seconded by Councillor L Morgan
RESOLVED in favour to adopt the terms of reference.
- 2526/018 ITEM 18 – Membership of Finance Committee**
Proposed by Councillor P Madeley
Seconded by Councillor S Morton
RESOLVED to approve the membership of the following Councillors to the Finance Committee, Councillors Madeley, Judge, R Heseltine, Nash, McIntyre, Morton, Morgan, and Higgins.
- 2526/019 ITEM 19 – Chairman and Vice Chairman of the Finance Committee**
Proposed by Councillor P Madeley
Seconded by Councillor S Bentley
RESOLVED that Councillor L Morgan be appointed chairman of this committee.
- Proposed by Councillor J Woollacott, seconded by Councillor S Morton, to appoint Councillor C Nash as Vice Chair.
Proposed by Councillor P Madeley, Seconded by Councillor L Morgan to appoint Councillor R. Heseltine as Vice Chair.
6 votes taken for Councillor Heseltine
8 votes taken for Councillor Nash.
- RESOLVED** that Councillor C Nash be appointed Vice Chairman of this committee.

- 2526/020** **ITEM 20 –Membership of the Audit, Scrutiny and Planning Committee**
Proposed by Councillor S Morton
Seconded by Councillor L McIntyre
RESOLVED that the following Councillors be appointed to this committee –
Councillor B McDaid, Bentley, Feather, A Heseltine, C Harbron, M Pickard, &
Kettu.
- 2526/021** **ITEM 21 – Chairman and Vice Chairman of Audit, Scrutiny and Planning Committee**
Proposed by Councillor P Madeley
Seconded by Councillor L Morgan
RESOLVED that Councillor Harbron be appointed Chairman of the Audit,
Scrutiny and Planning Committee.
- Proposed by Councillor C Nash
Seconded by Councillor C Harbron
RESOLVED that Councillor B McDaid be appointed Vice Chairman of Audit,
Scrutiny and Planning Committee.
- 2526/022** **ITEM 22 – Membership of the Public Services Committee.**
Proposed by Councillor P Madeley
Seconded by Councillor L Morgan
RESOLVED that the terms of reference be changed to increase membership
to 9 and the following Councillors be appointed to the Public Services
Committee, Councillors Bentley, Nash, Madeley, McIntyre, A Heseltine,
McDaid, Pickard, Woollacott & Morgan.
- 2526/023** **ITEM 23 – Chairman and Vice Chairman of Public Services Committee**
Proposed by Councillor L Morgan
Seconded by Councillor S Bentley
RESOLVED that Councillor K McIntyre be appointed Chairman of this
Committee.
- Proposed by Councillor P Madeley
Seconded by Councillor K McIntyre
RESOLVED that Councillor L Morgan be appointed Vice Chairman of the
Public Services Committee.
- 2526/024** **ITEM 24 – Membership of the Management and Staffing Committee.**
Proposed by Councillor P Madeley
Seconded by Councillor K McIntyre
RESOLVED to approve the membership of the following Councillors to this
Committee, Councillors Bentley, Feather, Madeley, McIntyre, Morton, Morgan
McDaid, and Higgins.
- 2526/025** **ITEM 25 – Chairman and Vice Chairman of the Management and Staffing Committee.**
Proposed by Councillor K McIntyre
Seconded by Councillor S Morgan
Resolved that Councillor B McDaid be appointed Chairman of this committee.

Proposed by Councillor C Nash

Seconded by Councillor J Woollacott

RESOLVED unanimously that Councillor Morton be appointed Vice Chairman of this committee.

2526/026 ITEM 26 – Membership of the Markets and Events Committee

Proposed by Councillor K McIntyre

Seconded by Councillor L Morgan

RESOLVED that the following Councillors be appointed to the Market and Events Committee: Councillors Bentley, Madeley, Feather, Noland, Morgan, Kettu, McIntyre, and Harbron.

2526/027 ITEM 27 – Chairman and Vice Chairman of the Market and Events Committee.

Proposed by Councillor W Feather

Seconded by Councillor C Nash

RESOLVED that Councillor P Madeley be appointed chairman of this Committee.

Proposed by Councillor W Feather

Seconded by Councillor S Bentley

RESOLVED that Councillor W Feather be appointed Vice Chairman of this Committee.

2526/028 ITEM 28 – Risk Management

Proposed by Councillor L Morgan

Seconded by Councillor S Bentley

RESOLVED to adopt the Risk Management document.

2526/029 ITEM 29 – Outside Bodies

John Rimmington Trust

Proposed by Councillor K McIntyre, seconded by Councillor L Morgan

Resolved to appoint Councillors Nash, Morton, and Morgan

Craven Museum

Proposed by Councillor L Morgan, seconded by Councillor W Feather

Resolved to appoint Councillors Morgan, McDaid, Madeley and Nash.

Greatwood & Horse Close Estate Committee

Proposed by Councillor P Madeley, seconded by Councillor K McIntyre

Resolved to appoint Councillor L Morgan.

Yorkshire Local Councils Association

Proposed by Councillor P Madeley, seconded by Councillor L Morgan

Resolved to appoint Councillors Harbron and McDaid.

Coulthurst Craven Sports Centre

Proposed by Councillor L Morgan, seconded by Councillor C Nash

Resolved to appoint Councillor B McDaid.

SELRAP

Proposed by Councillor P Madeley, seconded by Councillor S Morton
Resolved to appoint Councillor C Nash.

Fairtrade

Proposed by Councillor L Morgan, seconded by Councillor S Bentley
Resolved to appoint Councillor Nash and McIntyre.

Sylvester Petyt

Proposed by Councillor S Bentley, seconded by Councillor L Morgan
Resolved to appoint Councillors Madeley, R Heseltine and Nash.

St Thomas Charity

Proposed by Councillor S Bentley, seconded by Councillor K McIntyre
Resolved to appoint Councillors Woollacott and Pickard.

2526/030

ITEM 30 – Insurance

Received and noted that all the Council's relevant insurance documents are in place.

2526/031

ITEM 31 – Complaints Procedure

Proposed by Councillor L Morgan

Seconded by Councillor J Woollacott

Resolved the Council's complaint procedure was reviewed and adopted.

2526/032

ITEM 32 – Data Protection Policies

Proposed by Councillor P Madeley

Seconded by Councillor K McIntyre

Resolved that the Council's Policies, procedures and practices in respect of its obligation under freedom of information and data protection legislation were reviewed and adopted.

2526/033

ITEM 33 – Media Policies

Proposed by Councillor P Madeley

Seconded by Councillor V Kettu

Resolved that the Council's media / social media policies were reviewed and adopted.

2526/034

ITEM 34 – Employment Policies and Procedures

Proposed by Councillor K McIntyre

Seconded by Councillor S Morton

Resolved that all Council Employment policies and procedures were reviewed and adopted.

2526/035

ITEM 35 – Code of Conduct and Councillor / Officer Protocol

Proposed by Councillor L Morgan

Seconded by Councillor V Kettu

Resolved to adopt the Code of Conduct / Officer Protocol.

- 2526/036 ITEM 36 – Policies and Procedures**
Proposed by Councillor A Heseltine
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.
- 2526/037 ITEM 37 – Meetings Calendar**
Proposed by Councillor P Madeley
Seconded by Councillor L Morgan
Resolved that the Calendar of meetings was approved.
- 2526/038 ITEM 38 – Forces Champion**
Proposed by Councillor K McIntyre
Seconded by Councillor C Nash
Resolved to appoint Councillor S Bentley Forces Champion.
- 2526/039 ITEM 39 – Annual Report**
The Annual Report was received and noted.
- 2526/040 ITEM 40 – Tarn Moor Trust**
Proposed by Councillor C Nash, seconded by Councillor P Madeley, and
resolved in favour to complete the transfer documents as Custodian trustees transferring all assets to the Charitable trust.
- 2526/041 ITEM 41 – Notification of Business for a Future Agenda**

With no further business discussed, the meeting closed at 20.02pm.