



# Skipton Town Council

**Thursday 11th May 2023**

**All Members of Skipton Town Council**

Dear Councillors,

You are hereby summoned to attend the Annual Meeting of Skipton Town Council which will be held in the Council Chamber at Skipton Town Hall, High Street, Skipton, on **Thursday 18<sup>th</sup> May 2023 at 7.00pm**

*The Local Government (Electronic Communications) (England) Order 2015 Para 2, amended LGA 1972*

Yours sincerely,

Mrs Louise Close  
Clerk to the Council  
louise@skiptontowncouncil.gov.uk  
www.skiptontowncouncil.gov.uk

**The side access and lift will be available 15minutes prior to the start of the meeting for anyone who requires the use of the lift.**

*Note: Members of the public and press are invited to attend the meeting as observers. Only Councillors are entitled to vote at the meetings. A list of Councillors is available on the Council's website.*

*The meeting is open to the public by virtue of the Public Bodies (Administration to Meetings) Act 1960 s1, and The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.  
Skipton Town Council exercises the General Power of Competence (Localism Act 2011)*

**A Copy of this agenda is available in larger print on request**

- 2324/001**    **ITEM 1 – Election of the Mayor**  
*(Standing Orders 5e. The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.)*  
To Elect the Mayor of Skipton for the 2023/2024 Civic Year
- 2324/002**    **ITEM 2 – Mayor’s Declaration of Acceptance of Office**
- 2324/003**    **ITEM 3 – Deputy Mayor**  
To Elect the Deputy Mayor for the 2023/2024 Civic Year.
- 2324/004**    **ITEM 4 – Mayor’s Remarks**
- 2324/005**    **ITEM 5– Apologies for Absence**  
To accept the reason(s) for the absence of any Members from the meeting.
- 2324/006**    **ITEM 6 – Disclosures of Interest**  
To receive any disclosable pecuniary interests from members on matters to be considered at the meeting. The disclosure should include the nature of the interest and be registered with the monitoring officer within 28 days. Members are to ensure that their Register of Interests form is kept up to date with the Monitoring Officer.
- 2324/007**    **ITEM 7 – Dispensations**  
To decide upon any dispensation requests from members received by the Clerk in respect of this meeting.
- 2324/008**    **ITEM 8 – Representations from public**  
Invitation for members of the public to address the meeting. Each member of the public is entitled to speak for 3 minutes.  
Questions / observations from members of the public

- 2324/009**    **ITEM 9– Minutes of the previous meeting**  
*(Standing Orders SO 5j (ii) Confirmation of the accuracy of the minutes of the last meeting of the Council)*  
To approve the minutes of the ordinary Full Council Meeting held on 16<sup>th</sup> March, and the extra ordinary meetings held on 19<sup>th</sup> April 2023 and the 13<sup>th</sup> May 2023.
- 2324/010**    **ITEM 10 – Reports and Minutes from Committee and Sub committees Meetings**  
*(Standing Orders SO 5 j(iii) Receipt of the minutes of the last meeting of a committee)*  
To accept the minutes of the following committee meetings (Councillor Shared drive):  
Events and Tourism Committee 26<sup>th</sup> Jan 2023 (approved by Committee 27<sup>th</sup> April 2023)  
Market Committee 8<sup>th</sup> February (approved by Committee 10<sup>th</sup> May 2023)  
Public Services 2<sup>nd</sup> Feb and 22<sup>nd</sup> March (approved by committee 13<sup>th</sup> April)
- 2324/011**    **ITEM 11- Standing Orders**  
*(Standing Orders SO 5 j(ix) Review and adoption of appropriate standing orders and financial regulations)*  
To resolve to adopt the Standing Orders.
- 2324/012**    **ITEM 12- Financial Regulations**  
*(Standing Orders SO 5 j(ix) Review and adoption of appropriate standing orders and financial regulations)*  
To resolve to adopt the Financial Regulations.
- 2324/013**    **ITEM 13 – Delegation Arrangements under Local Government Act 1972 s101**  
*(Standing Orders SO 5 j(v) Review of delegation arrangements to committees, sub-committees, staff and other local authorities)*  
To resolve that the delegation arrangement made under the Local Government Act 1972 s101 gives delegated powers in relation to all business matters for the following standing committees:  
Finance & Policy, Audit, Scrutiny and Planning, Public Services, Market & Events and Management & Staffing.

To adopt the scheme of delegation, approved at Full Council on the 19<sup>th</sup> April 2023.

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

*(Standing Orders 5 j(vi) Review of the terms of reference for committees)*

To confirm the Terms of Reference for the Council's Committees: Finance & Policy, Audit, Scrutiny & Planning, Public Services, Market & Events and Management & Staffing.

**2324/015 ITEM 15- Membership of the Finance & Policy Committee**

*(Standing Orders 5 j(vii) Appointment of members to existing committees)*

To appoint the membership of the Council's Committee: Finance & Policy.

**2324/016 ITEM 16- Chairman and Vice Chairman of the Finance & Policy Committee**

*(Standing Orders 4 d(vi) shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee)*

To appointment the Chairman of the Finance & Policy Committee  
To appointment the Vice Chairman of the Finance & Policy Committee.

**2324/017 ITEM 17- Membership of the Audit, Scrutiny and Planning Committee**

*(Standing Orders 5 j(viii) Appointment of any new committees in accordance with standing order 4)*

*Resolved at FC April 19<sup>th</sup>*

To appoint the membership of the Council's Committee: Audit, Scrutiny & Planning Committee.

**2324/018 ITEM 18- Chairman and Vice Chairman of the Audit, Scrutiny & Planning Committee**

*(Standing Orders 4 d(vi) shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee)*

To appointment the Chairman of the Audit, Scrutiny & Planning Committee.

To appointment the Vice Chairman of the Audit, Scrutiny & Planning Committee.

- 2324/019**    **ITEM 19- Membership of the Public Services Committee**  
*(Standing Orders 5 j(vii) Appointment of members to existing committees)*  
To appoint the membership of the Council's Committee: Public Services Committee.
- 2324/020**    **ITEM 20- Chairman and Vice Chairman of the Public Services Committee**  
*(Standing Orders 4 d(vi) shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee)*  
To appointment the Chairman of the Public Services Committee.  
To appointment the Vice Chairman of the Public Services Committee.
- 2324/021**    **ITEM 21- Membership of the Market & Events Committee**  
*(Standing Orders 5 j(viii) Appointment of any new committees in accordance with standing order 4)*  
*Resolved at FC April 19th*  
To appoint the membership of the Council's Committee: Market & Events Committee.
- 2324/022**    **ITEM 22- Chairman and Vice Chairman of the Market & Events Committee**  
*(Standing Orders 4 d(vi) shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee)*  
To appointment the Chairman of the Market & Events Committee.  
To appointment the Vice Chairman of the Market & Events Committee.
- 2324/023**    **ITEM 23- Membership of the Management & Staffing Committee**  
*(Standing Orders 5 j(vii) Appointment of members to existing committees)*  
To appoint the membership of the Council's Committee: Management & Staffing Committee
- 2324/024**    **ITEM 24- Chairman and Vice Chairman of the Management & Staffing Committee**  
*(Standing Orders 4 d(vi) shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee)*

To appointment the Chairman of the Management & Staffing Committee.

To appointment the Vice Chairman of the Management & Staffing Committee.

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

*(Financial Regulations 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.)*

To resolve to adopt the Risk Management document.

**2324/026 ITEM 26- Outside Bodies**

*(Standing Orders 5 j(x) Review of representation on or work with external bodies and arrangements for reporting back) Current arrangements are to provide a written report to be circulated for Full Council Meetings.*

To appoint and approve representation on outside bodies and agree arrangements for reporting back.

**2324/027 ITEM 27- General Power of Competence**

*(Standing Orders 5 j(xvii) Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence)*

To confirm that the Council is eligible to exercise the General Power of Competence.

**2324/028 ITEM 28- Insurance**

*(Standing Orders 5 j(xii) Confirmation of arrangements for insurance cover in respect of all insurable risks)*

To confirm that the Council has the relevant required insurance cover in respect of all insurable risks.

**2324/029 ITEM 29- Complaints Procedure**

*(Standing Orders 5 j(xiii) Review of the Council's complaints procedure)*

To review and adopt the Council's Complaints Procedure.

**2324/030 ITEM 30- Data Protection Policies**

*(Standing Orders SO 5 j(xiv) Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation)*

To review and adopt the Council's Policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.

*Copies of all the above Policies and Procedures are available to view on the Councillor Shared Drive. If you would like a hard copy please contact the office.*

**2324/031 ITEM 31- Media Policies**

*(Standing Orders 5 j(xv) Review of the Council's policy for dealing with the press/media)*

To review and adopt the Council's Policies in Media/Social Media.

**2324/032 ITEM 32- Employment Policies and Procedures**

*(Standing Orders 5 j(xvi) Review of the Council's employment policies and procedures)*

To review and adopt the Council's employment Practices and Procedures.

*Copies of all the above Policies and Procedures are available to view on the Councillor Shared Drive. If you would like a hard copy please contact the office.*

**2324/033 ITEM 33- Code of Conduct and Councillor/Officer Protocol**

To adopt the Code of Conduct and Councillor/Officer Protocol.

**2324/034 ITEM 34- Polices and Procedures**

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.

*Copies of all the above Policies and Procedures are available to view on the Councillor Shared Drive. If you would like a hard copy please contact the office.*

**2324/035**    **ITEM 35- Meetings Calendar**

*(Standing Orders 5 j(xviii) Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council)*

To approve the calendar of meetings for the 2023/2024 year.

**2324/036**    **ITEM 36- Forces Champion**

To resolve to appoint a Forces Champion.

**2324/037**    **ITEM 37- Civic Events**

To confirm the following Civic Events for the 2023/24 year, and to approve the purchase of a wreath for these occasions.

Armed Forces Day June 24<sup>th</sup> 2023

Falklands Day 14<sup>th</sup> August 2023

VJ Day 15<sup>th</sup> August 2023

Merchant Navy Day 3<sup>rd</sup> September 2023

Remembrance Day 11<sup>th</sup> Nov 2023, Parade Sunday 12<sup>th</sup> Nov 2023

VE Day May 8<sup>th</sup> 2024

**2324/038**    **ITEM 38- Annual Report**

To receive and note the Annual Report.

**2324/039**    **ITEM 39- Notification of Business for a Future Agenda**

*The Clerk should be given seven clear days' notice of items for the agenda of the next meeting although the absolute statutory minimum notice period is three clear days.*

*The next meeting of Full Council is the 20<sup>th</sup> July 2023*