



Skipton Town Council

19/20-

Finance and Policy Committee Thursday 19 December 2019

Present: Cllrs: R G Heseltine (Chairman), A Barrett, J Dawson, W Feather, P Madeley, K McIntyre and A Solloway

Officers: Dave Parker (Chief Officer), Samantha Poole (Finance Manager) & Jenny Dean (Administration Assistant).

In Attendance: Cllrs D Painter & D Shaw.

1. To accept representations from the Public between 6.30 pm and 6.45 pm.

None

2. To accept apologies for absence.

Cllr Eric Jaquin (Family Commitments)

3. To record declarations of pecuniary and non-pecuniary interests in items on the agenda.

None

4. To consider the recommendations of the Chief Officer relating to requests for dispensations to Members on items requiring a declaration of pecuniary and non-pecuniary interests.

None

5. To note the minutes from the previous meetings held on 17 October 2019.

It was **RESOLVED** to accept the minutes from the meeting held on 17 October 2019 as a true and accurate record of what transpired at that meeting.

6. To report and receive information arising from the minutes of items not on the agenda from members and the Chief Officer.

None

Chief Officer & Clerk to the Council: Dave Parker
Town Hall, High Street, Skipton BD23 1FD
Telephone 01756 700553

Email admin@skiptontowncouncil.gov.uk

Chairman:

7. To note the revised figure for Section 137 (Local Government Act 1972) payments for 2020-21.

The Chief Officer gave a brief explanation of Section 137 of the Local Government Act.

Members **NOTED** the provisions under Section 137 of the Local Government Act 1972, and the increase in the relevant sum from £8.12 to £8.32 with effect from the 1st April.

8. To consider a request for funding for the Young People's Counselling Service

Members **CONSIDERED** the request received from Relate, Keighley and Craven and relating to their young people's Counselling Service.

Members **AGREED** that the Council would not be able to offer direct support, but that the request be passed to the Trustees of the Marsden and Mullineaux Trusts to consider if the organisation might satisfy the terms of the trust. Members **AGREED** that more background information would also be required to ascertain the benefits provided to people residing in the Craven area.

9. To consider the Council's draft Administration and Finance budgets for 2020-2021

Members considered the Administration and Budget 2020-21 and, after discussion, **AGREED** to make recommendations for inclusion within the Council's overall Budget.

10. To consider the Council's overall draft budget provision and precept requirement for 2020-2021 and to make a recommendation to Full Council.

Cllr Solloway arrived at the meeting at 7:14pm

Members **CONSIDERED** the initial draft budget for 2020-2021 and the likely impact on the Council's Precept.

Members made a **RECOMMENDATION** on the budget and precept level to present to the Budget Setting Meeting of Full Council, scheduled for Thursday 16th January 2019.

Members **AGREED** to the level of charges made by the Council in relation to its provision of allotments and grazing land from Oct 2020-Sept 2021.

Members requested that the Finance Manager conduct a bench marking exercise with other comparable Councils to ascertain if the staffing costs are in line with other local authorities.

The Finance Manager is also to look at the process of appointing the Internal Auditors, what service we require from them, and if the cost is comparable to other Authorities.

Members **NOTED** that any suggestions made regarding the budget would need to be received as early as possible in the New Year, to allow time for any suggestions to be looked into prior to the Full Council Meeting on the 16th January 2020.

11. To consider proposals relating to the audio recording of meetings of the Council

Members **NOTED** the obligations on the Council arising from the Openness of Local Government Bodies Regulations 2014 and the Council's work to mitigate any issues arising from the misuse of the provisions.

Members **NOTED** the forthcoming obligations on the Council arising from the recent local government website accessibility regulations.

Members **NOTED** the work to date on preparing for the formal recording of meetings

Members **APPROVED** the adoption of a formal system of making and publishing audio recordings of all meetings of the Council with effect from the Annual Meeting in May 2020.

12. To note the timetable for implementation of the Council's Staff Appraisal Scheme.

Members **APPROVED** the proposed approach and format of the Council's Staff Appraisal Scheme

Members **APPROVED** the timetable for the appraisal process, as set out in the appendix to this report

Members **AGREED** that the Leader of the Council and the Mayor should undertake the appraisal of the Chief Officer.

13. To consider undertaking a review of the effectiveness of the Council's Staffing and Committee Structures

Members **AGREED** to postpone an evaluation of the Council's staffing structure, adopted in April 2018 to 2021 to allow time for the Staff Appraisal System to be implemented and to get staff input on how the staffing structure is working.

Members **AGREED** to undertake an evaluation of the Council's Committee structure, adopted in May 2018 in 2021.

14. To consider excluding press and public for consideration of items 15 & 16 on the grounds that they relate to confidential matters

It was **RESOLVED** that in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable and in the public interest that the press and public be asked to withdraw.

Members **AGREED** that Cllrs Painter and Shaw could remain for Item 16 but not Item 15, therefore Item 16 was brought forward on the Agenda.

15. To consider a confidential request from Mr Roger Ingham MBE

.....

16. To note a confidential staffing matter.

Members **NOTED** the update on the confidential staffing matter.

17. To receive notification of matters that Members would like included on a future agenda

None

The meeting closed at 8:10pm

Chairman:

Signature:

Date: