



Skipton Town Council

12 April 2018

To members of the Council

You are hereby summoned to attend a meeting of the Finance & Policy Committee at the **Town Council Offices** on **Thursday 19 April 2018** at **6.30 pm** for the purpose of transacting the following business.

Members are requested to familiarise themselves with the agenda and any associated reports ahead of the meeting. If you require any further information or background, you are requested to contact the appropriate Officer for assistance. Details of the author and/or responsible officer can be found at the end of each report.

David Parker
Chief Officer and Clerk to the Council
Town Hall
High Street
Skipton
BD23 1FD
01756 700553
admin@skiptontowncouncil.gov.uk

REPORTING OF THE PROCEEDINGS OF THE COUNCIL

The Openness of Local Government Bodies Regulations 2014 make provision for the recording, filming and reporting of the proceedings of the Council and its Committees. Skipton Town Council has adopted a protocol setting out the way in which this provision will be managed. A copy of the protocol is displayed in the Council's meeting rooms and Council Chamber and will be provided to any member of the public attending a meeting. The protocol may also be downloaded from the Council's website at www.skiptontowncouncil.gov.uk.

Chief Officer & Clerk to the Council: Dave Parker
Town Hall, High Street, Skipton BD23 1FD
Telephone 01756 700553
Email admin@skiptontowncouncil.gov.uk

Agenda

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

RECORDING OR FILMING OF MEMBERS OF THE PUBLIC

Any member of the public attending a meeting of the Council has the right to withhold their permission to be recorded or filmed. The Chairman should remind any persons present of their rights and, if permission to record or film is not given, the Chairman and/or any Officers present should ensure that this wish is respected by anyone reporting the proceedings. No person under the age of 18 may be recorded or filmed without the consent of a parent/guardian.

A period of up to 15 minutes is allowed for any representations or statements from members of the public. This period can be extended at the discretion of the Chairman. Normally, each member of the public should be allowed to speak for no more than five minutes. Council Members may ask questions to clarify any points raised, but no resolutions can be made, nor decisions taken, during this item. Members of the public should be reminded that they may remain in attendance during the rest of the meeting (except for confidential items) but they may not take part in any subsequent discussions.

A record should be taken of those members of the public speaking.

2. To accept apologies for absence.

Members are reminded that it is their individual responsibility to ensure that any apologies for absence are received by the Council before the start of the meeting. Apologies may be given in advance in writing, by telephone or by email to the office (during office hours). Late apologies (outside of office hours) on the date of the meeting can be sent by telephone or text to the senior Officer in attendance. Contact details are shown at the bottom of this agenda. A valid reason for absence must be stated and recorded in the minutes – and each absence must be approved by an affirmative resolution of those Members present.

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

It is the responsibility of each Member, individually, to declare any pecuniary or non-pecuniary interests. This should be done during this item or as soon as possible should an interest become apparent during the course of the meeting. The declaration will be recorded in the minutes. Members are reminded that a pecuniary interest arises only if the Member concerned (or their partner) has a personal financial interest in the matter being considered. Declarations need not be made for any item relating to the setting of the Council's precept. In the case of any doubt, Members are requested to seek guidance from the Chief Officer ahead of the meeting.

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.

The Chief Officer (or Senior Officer in attendance) will inform Members of any valid requests received and will make a recommendation to Members as to whether the request should be approved. Requests must be submitted in advance of the meeting, to the Chief Officer, on the official request form. Full details are available from the office. Requests for dispensations cannot be made at the meeting itself.

5. To approve the minutes from the Finance & Policy Committee meetings held on 15 February and 29 March 2018.

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

This item provides the opportunity for Members to receive an update on matters discussed at previous meetings, where that item does not appear on the agenda. New items cannot be introduced during this item and no resolutions can be made, nor decisions taken, during this item.

- 7. To agree a protocol to define the roles of Leader and Chairman (Town Mayor) within the Council (Report attached)**
- 8. To agree the remit, membership and frequency of meetings of the Council's revised Standing Committees (Report attached)**
- 9. To review proposed amendments to the Council's Standing Orders (Report attached)**
- 10. To approve arrangements for satisfying the Council's obligations under the forthcoming General Data Protection Regulations (GDPR) (Report attached)**
- 11. To identify capital projects which could be funded in 2018-19 (recommendations from the Public Services Committee).**
- 12. To consider, in principle, a proposal regarding Member e-mail addresses (Report attached)**
- 13. To consider excluding press and public for consideration of items 14 and 15 on the grounds that they relate to confidential matters.**

ENSURING THAT NO REPORTING TAKES PLACE DURING PRIVATE SESSION

If the proceedings of the Council are being recorded or filmed, the Chairman and/or any Officer present should ensure that any such reporting is stopped for the duration of this item. Where appropriate, checks should be made to ensure that any recording or filming equipment is switched off and, where possible, removed from the meeting room.

- 14. To consider matters relating to the Council's office accommodation at Skipton Town Hall (Report attached)**
- 15. To receive an oral update on progress with the Council's revised Staffing Structure from the Leader/Chief Officer.**
- 16. To receive notification of matters that members would like including on a future agenda.**

Members may utilise this item to introduce any matter for inclusion on a future agenda of the Council or its committees. Although Members may discuss any matter during this item, the only resolution permissible is to include the matter on a future agenda. No decisions may be made. This item does not preclude any Member from requesting an item to be added between meetings. Any such requests should be made in writing to the Chief Officer.

OFFICER SUPPORT TO THE MEETING:

Senior Officer Scheduled to Attend: Dave Parker (Chief Officer)

Other Officers Scheduled to Attend:

Wendy Allsopp (Administration & Member Services Manager)

Sam Poole (Finance Manager)

APOLOGIES:

Contact the office during normal opening hours: (01756) 700553

Email: admin@skiptontowncouncil.gov.uk

Late apologies should be made by phone or text to the senior Officer scheduled to attend.

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