



# Skipton Town Council

17/77

## Finance and Policy Committee Thursday 19 October 2017 at 6.30 pm

Present: Cllrs: C Clark (Chairman), K McIntyre, C Harbron, R G Heseltine, E Jaquin, P Madeley and A Rankine.

Officers: Les Chandler (Estate Manager) and Wendy Allsopp (Committee Services Officer).

In attendance: Cllr J Kerr.

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

None

2. To accept apologies for absence.

Cllr P Whitaker – Hospital treatment

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 meeting held on 17<sup>th</sup> August 2017.

It was **RESOLVED** to accept the minutes from the Finance and Policy Committee meeting held on 17<sup>th</sup> August 2017 as a true and accurate record of what transpired at that meeting.

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

The Estate Manager reported that the building improvement work in the main office was complete and staff should be able to move out of the meeting room very soon.

He also informed those present that the essential work required to the ceiling in the Council Chambers has commenced. Members asked the Estate Manager to investigate the extent of the damage which it is understood will take 3-4 weeks to rectify.

7. To note the Council's Revenue Budget position at 30<sup>th</sup> September 2017.

Members accepted and **NOTED** the current position of the Council's revenue budget, as at 30<sup>th</sup> September 2017.

8. To note the outcome of the Council's External Audit for year ending 31<sup>st</sup> March 2017.

Members **NOTED** the satisfactory outcome of the Council's External Audit for year ending 31<sup>st</sup> March 2017.

Members **NOTED** that there are no matters raised as a result of the Audit which need to be brought to the attention of the Council.

Members **NOTED** that the Council has met its obligations at the completion of the audit, under Audit & Transparency Regulations

9. To consider a request from Full Council to re-visit the minutes of the meeting of the Finance & Policy Committee held on 22<sup>nd</sup> June 2017.

Members reconsidered the accuracy of item 9 of the minutes of the meeting held in June 2017 & agreed that they were a correct representation of what was discussed.

It was **RESOLVED** to refer the minutes back to Full Council for ratification.

10. To consider the Council's approach to forthcoming changes to Data Protection legislation.

The Committee **NOTED** the forthcoming reform of Data Protection legislation and the associated timescale.

Given the cost and impracticality of appointing its own Data Protection Officer it was **RESOLVED** that the Council should satisfy the requirements of revised data protection legislation via a service level agreement with Craven District Council's Information Governance Manager (IGM), provided the agreement:

- indemnifies the Town Council against any negligence on the part of the District Council;
- includes an estimate of the time to be spent on data protection work by the IGM; and

•is ratified by the Council's Finance and Policy Committee prior to implementation.

11. To consider amendments to the Council's Committee Structure and calendar of meetings.

Members agreed to defer this subject for discussion at the next meeting of the Finance & Policy Committee.

12. To receive updates on:

The Council's ongoing Staffing Review – Now that the Staffing Working Group has finalised the proposed staffing structure, subject to evaluation of each post, it was **RESOLVED** to call an extraordinary meeting of the Finance and Policy Committee to review the Working Group's findings prior to detailed proposals being put to Full Council for consideration.

The sale of land at North Parade, Skipton – Solicitors acting for the buyer have submitted a draft contract to the Council's solicitors for consideration.

13. To receive notification of matters that members would like including on a future agenda.

A full update on compensation from CDC for inconvenience caused during building works.

The viability of using the Council Chambers as a commercial venue.

North Parade land sale.

The meeting closed at 7.19 pm.