



# Skipton Town Council

13 February 2020

## 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 20 February 2020** 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](http://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 previous meeting held on 19 December 2019.**

## **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 note the Council's Revenue Budget position as at 31<sup>st</sup> December 2019 (Report from the Finance Manager attached)**
- 8. To consider the adoption of a formal Member/Officer Protocol (Report from the Chief Officer attached)**
- 9. To consider voluntary recognition of UNISON as the chosen Trade Union of Council staff members (Report from the Chief Officer attached)**
- 10. To note matters relating to a complaint lodged with the Health and Safety Executive (HSE) relating to alleged breaches of the Working Time Regulations 1998 (Report from the Chief Officer attached)**
- 11. To consider the purchase of 'tablets' for use by Members of the Council and Senior Management (Report from the Chief Officer attached)**
- 12. To consider making a contribution towards the capital costs of the installation of digital media infrastructure in Skipton Town Centre (Report from the Chief Officer and Events & Tourism Manager attached)**
- 13. To consider matters relating to the required upgrade to the Council's IT systems (Report from the Administration Manager attached)**
- 14. To consider a request for financial assistance/advice on funding towards the operating costs of the Dales Bus scheme (Report from the Chief Officer attached)**
- 15. To consider excluding Press and Public for consideration of Item 16, on the grounds that it relates to confidential financial matters relating to the award of a Council Contract.**

**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.

- 16. To consider matters relating to the award of a contract for the cleaning and securing of Coach Street Toilets and the Council's offices at Skipton Town Hall (Report from the Finance Manager and Estate Manager attached)**
- 17. To receive notification of matters that Members would like included on a future agenda.**

**OFFICER SUPPORT TO THE MEETING:**

Officers Scheduled to Attend: Dave Parker (Chief Officer)  
Samantha Poole (Finance Manager)  
Jenny Dean (Administration Assistant)

**APOLOGIES:**

Contact the office during normal opening hours: (01756) 700553  
Email: [admin@skiptontowncouncil.gov.uk](mailto:admin@skiptontowncouncil.gov.uk)

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