



# Skipton Town Council

19/20-

## Finance and Policy Committee Thursday 20 February 2020

Present: Cllrs: R G Heseltine (Chairman), A Barrett, 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 S Bentley, C Nash & D Painter. Lesley Tate (Craven Herald)

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

None

2. To accept apologies for absence.

Cllrs John Dawson (Work Commitments) 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 19 December 2019.

It was **RESOLVED** to accept the minutes from the meeting held on 19 December 2019 as a true and accurate record of what transpired at that meeting, with the amendment that Cllr Jaquin had given his apologies for the meeting.

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

Item 12. The Chief Officer reported that Staff would be attending briefings on the Appraisal System on the 4<sup>th</sup> and 5<sup>th</sup> March, and the Appraisers would be trained on the 16<sup>th</sup>. The Mayor and Leader will also need training as they are to complete to Chief Officer's Appraisal.

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Chairman: .....

Item 15. Councillor Barrett has spoken with Ermysteds. They have offered to make the Roll of Honours board as their Design and Technology Teacher made the one at the school. The only cost would be the materials.

7. To note the Council's Revenue Budget position as at 31st December 2019.

Members **NOTED** the Council's revenue budget position, as at 31st December 2019.

8. To consider the adoption of a formal Member/Officer Protocol

Members **NOTED** the content of the report made from the Chief Officer.

Members **AGREED** the proposed amendment to the Member Code of Conduct. Members **RECOMMENDED** that the proposed amendment be recommended to Full Council.

Members **CONSIDERED** the draft proposed Member/Officer Protocol and proposed a small number of amendments tabled by Members and the Chief Officer. All Members **AGREED** to recommend the Protocol to Full Council. It was noted that the Protocol would be submitted to the Audit & Scrutiny Committee for comment.

9. To consider voluntary recognition of UNISON as the chosen Trade Union of Council staff members.

Members **NOTED** that in excess of 60% of staff members are now members of the trade union UNISON.

Members all **AGREED** to voluntary recognition of UNISON with regard to all staff directly employed by the Council, as per the requirements of the Employment Relations Act 1999.

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.

Members **NOTED** the content of the report, and **NOTED** that the report will also be tabled at the next meeting of the Audit & Scrutiny Committee.

Members **NOTED** that the HSE investigation has been concluded, with no further case to answer, and that it can be confirmed that there has been no breach of the Working Time Regulations by either Skipton Town Council or Heap Parkinson Homes.

Members asked whether it was possible to estimate how much it has cost for staff to investigate and respond to the complaint.

11. To consider the purchase of 'tablets' for use by Members of the Council and Senior Management.

Members **NOTED** the recommendation from Full Council to investigate further the purchase of 'tablets' for use by Members – and the desire to move towards electronic delivery of documents.

A discussion followed about the need to ensure any tablets are compatible with all the Council's IT Systems and have the relevant security systems in place. Training would also be required.

Members **NOTED** and **APPROVED** the proposals in terms of the type of product to be sourced. Members **NOTED** that the purchase of laptops for Managers may be more appropriate, as they can then also be used at desks as well as during meetings, in line with the need to update the Council's IT Systems (Agenda Item 13).

Members all **APPROVED** the allocation of a maximum budget of £3,000 for the purchase of the equipment, to be taken from the Council's General Capital Reserve, and authorised officers to proceed with the purchase.

Following a proposal from Cllr Barrett, Members **AGREED** that any savings made from reducing the use of paper, printing and postage be fed back into the General Capital Reserve to replace the funds used to purchase the tablets.

12. To consider making a contribution towards the capital costs of the installation of digital media infrastructure in Skipton Town Centre.

Members **NOTED** the content of the report on the installation of digital media infrastructure.

Members all **APPROVED** the allocation of a maximum contribution of £25,000 towards the SMART Town digital infrastructure scheme, this amount to be drawn (when required) from the Council's General Capital Reserve.

Following a proposal by Cllr Barrett, Members **AGREED** that savings made from the Events & Tourism Budget when the current Footfall Counter is no longer required, should be transferred to the General Capital Reserve.

13. To consider matters relating to the required upgrade to the Council's IT systems.

Members **NOTED** the need to undertake upgrades to the Council's IT systems. Members **AGREED** that upgrades to the Council's IT systems be considered within future budget processes.

Members **NOTED** the additional information to be provided by the Administration Manager that not all quotes had been received.

Members all **APPROVED** the procurement of the required equipment and software to upgrade the Council's IT systems to a maximum budget of £15,000. Members **AUTHORISED** the Chief Officer the delegated authority, along with the Chair and Vice Chair, to make a decision on the supplier.

14. To consider a request for financial assistance/advice on funding towards the operating costs of the Dales Bus scheme

Members **NOTED** the content of the report and the request for assistance from the Dales & Bowland Community Interest Company.

Members **AGREED** that it is not possible to provide direct financial support to the provision of the Dalesbus services.

Members **AGREED** that advice could be offered in terms of identifying other potential sources of funding in support of the Dalesbus scheme, such as funds available to Councillors at CDC and NYCC.

15. To consider excluding press and public for consideration of Items 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.

Lesley Tate left the meeting.

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.

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

None

The meeting closed at 7:56pm