



Skipton Town Council

EMERGENCY COMMITTEE ZOOM

Monday 6 July 2020
3:00 P.M.

MINUTES OF MEETING

Present: Cllrs Peter Madeley (Chairman), John Dawson, Karen McIntyre, Tony Barrett and Robert G Heseltine

In attendance: Dave Parker (Chief Officer), Wendy Allsopp (Administration Manager), Lis Moore (Head of Advisory & Support Services, Society for Local Council Clerks) and Robert Foulke (Legal Advisor, SLCC)

1. APOLOGIES

None

2. DECLARATIONS OF INTEREST

None

3. SKIPTON MARKET

Update on operation/road closure/trader & public feedback - The Chief Officer provided a brief update on the first three weeks of operation of the Market. The closure of the High Street appeared to have been successful.

Members noted that the plan to close the High Street until the end of August was valid until the end of December and could therefore be extended.

Members further noted that funding from the Heritage Action Zone would soon be available through CDC. The Events Manager was currently investigating as to how to encourage visitors back to the town.

Reintroduction of Market Fees – Members **AGREED** to re-introduce consent to trade fees for all traders from the middle of July 2020. This arrangement would be reviewed when and if required.

Resumption of chasing outstanding debts – Members **AGREED** that the Council should continue to pursue outstanding debts from market traders despite the lockdown period.

4. PLAYGROUNDS & PLAY AREAS

General Update – all Town Council maintained children’s play areas have now re-opened following government guidance. Measures have been put in place to make these areas as safe as possible.

Proposed event at Burnside Recreation Ground – It was **AGREED** to decline use of Burnside Recreation Ground for a public event.

5. COACH STREET TOILETS

General Update – The public conveniences in Coach Street car park are now open with social distancing measures in place. The hand dryers have been replaced with paper towels for hygiene reasons.

Contract/Future Operation- Members noted that there is no new cleaning contract in place as of the end of March 2020. Bulloughs, who currently provide cleansing services, have said that the current arrangements to only open the toilets on market days (Wednesday, Friday & Saturday) are not viable from their point of view going forward. Cllr Dawson will raise this issue with Julian Smith MP with a view to obtaining funding.

6. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR)

Progress Update – due to staff workload an extension has been granted. The timetable is as follows:

Approve AGAR Timetable - Completion of background work – **Friday 17th July 2020**

Completion of Internal Audit – w/c **Monday 20th July 2020**

Financial Statements & AGAR Paperwork Completed – **Friday 31st July 2020**

Full Council Agenda & Reports Issue – **Thursday 6th August 2020**

FULL COUNCIL – AGAR APPROVAL MEETING – Thursday 13th August 2020

Submission of AGAR to External Auditor – **Monday 17th August 2020**
(Absolute deadline for submission is Friday 28th August 2020)

Public Inspection of the AGAR and Financial Statements - **Monday 17th August 2020 to Monday 28th September 2020 (inclusive)**

Lis Moore and Robert Foulke (SLCC) joined the meeting at 3.55 pm.

7. STAFFING ISSUES- CONFIDENTIAL

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8. ITEMS FOR FUTURE EMERGENCY COMMITTEE AGENDAS

Electoral irregularities – May 2019

The Chief Officer (Dave Parker) left the meeting at 4.20 pm

8a. ACTIONS IDENTIFIED IN INVESTIGATORY REPORT- CONFIDENTIAL

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9. DATE OF NEXT MEETING OF THE COMMITTEE

To be confirmed

The meeting closed at 5.17 pm