



Skipton Town Council

Date: Tuesday 13th April 2021

To: Members of the Finance & Policy Committee

Dear Councillors A Hickman, P Madeley, K McIntyre, A Solloway, R Judge, W Feather, E Jaquin, R Heseltine, C Nash and D Painter

Due to the official period of mourning for eight days, set out in the government guidance; lasting until 8am on 18 April 2021 (the day after the funeral of HRH Prince Philip), you are summoned to a rescheduled meeting of Finance and Policy Committee on **Monday 26th April 2021 at 6.30pm.**

The rescheduling of this meeting is to enable the days that should be excluded for calculation of time for 'clear days' in the convening of meetings and any timescales that end in this period should be postponed until the first day after the period (19 April 2021) in accordance with section 243 of the Local Government Act 1972.

Yours sincerely,

Louise Close Clerk to the Council

louise@skiptontowncouncil.gov.uk

www.skiptontowncouncil.gov.uk

Note: Members of the public and press are invited to attend the meeting as observers. Only Councillors are entitled to vote at the meetings. A list of Councillors is available on the Council's website

The meeting is open to the public by virtue of the Public Bodies (Administration to Meetings)

Act 1960 s1, and The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.

Join Zoom Meeting

<https://us02web.zoom.us/j/86762110671?pwd=MDJaVkZ3b1ZOYSswZEpSNCTmaEFhZz09>

Meeting ID: 867 6211 0671

Passcode: 433946

One tap mobile

+441314601196,,86762110671#,,,,*433946# United Kingdom

+442034815237,,86762110671#,,,,*433946# United Kingdom

Dial by your location

+44 131 460 1196 United Kingdom

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+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

Meeting ID: 867 6211 0671

Passcode: 433946

Find your local number: <https://us02web.zoom.us/j/86762110671>

A copy of the agenda is available in larger print upon request.

A G E N D A

1. Chairman's Remarks

2. Apologies for Absence

To accept the reason(s) for the absence of any Members from the meeting.

3. Disclosures of Interest

To receive any disclosable pecuniary interests from members on matters to be considered at the meeting. The disclosure should include the nature of the interest and be registered with the monitoring officer within 28 days. Members are to ensure that their Register of Interests form is kept up to date with the BMDC Monitoring Officer.

4. Dispensations

To decide upon any dispensation requests from members received by the Clerk in respect of this meeting.

5. Representations from public

RESOLUTION to adjourn the meeting in order to allow members of the public to make representations, answer questions and give evidence in respect of the business on the agenda. Each member of the public is entitled to speak for 3 minutes.

- Questions / observations from members of the public

6. Minutes of the Previous Meeting

To approve the minutes of the Finance & Policy Committee 18th February 2021.

7. Trial Balance Sheet

To receive and note the Trial Balance Sheet

8. Relationship with BID

To receive and note that the Chief Officer will provide an update following a meeting with BID on the 14th April

9. Civic Budget

To approve £250.00 for hosting a drinks reception for the Annual Meeting of the Council in the Council Chamber when COVID-19 restrictions allow.

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10. Raikes Road recreation ground

11. Website Improvements

To consider and approve the upgrades required to the Town Council Website

12. The Exclusion of the press and public.

The Committee and its sub-committees will be considering business of a confidential nature, and the press and public will therefore be excluded by resolution from meetings (Public Bodies Admissions to Meetings Act 1960, s1 [2]).

13. Minutes of the Previous Staffing & Management Sub Committee Meetings

To approve the minutes of the Staffing & Management Sub Committee meetings held on the 19th November 2020, 29th January 2021, 12th February 2021 and the 5th March 2021.

14. Estate Supervisor

To approve the Job Description and salary for the role of Estate Supervisor.

15. Recruitment of Grounds Staff

To approve giving the Chief Officer the delegated authority to undertake the recruitment process for the required Grounds Staff.

16. Market Staff

To approve the appointment of casual staff to cover the Market during the Market Manager's sick leave.

17. Finance Manager and Deputy Clerk

To receive and note the successful recruitment of the posts of Finance Manager and Deputy Clerk.

18. Notification of Business for Future Agenda

The Clerk should be given seven clear days' notice of items for the Agenda of the next meeting although the absolute statutory minimum notice period is three clear days

The next meeting of the Finance & Policy Committee is 17th June 2021