



# Skipton Town Council

## Minutes of the Annual Meeting of Skipton Town Council held on Thursday 20<sup>th</sup> May 2021, 7.00pm in the Council Chamber at Craven District Council.

### Those Present:

Chairman: Councillor K McIntyre (outgoing Mayor)  
Councillors: Councillor T Barrett, Councillor G Bell, Councillor S Bentley, Councillor J Dawson, Councillor W Feather, Councillor R Heseltine, Councillor A Hickman, Councillor E Jaquin, Councillor R Judge, Councillor R Mahmood, Councillor K McIntyre, Councillor D Painter, Councillor D Shaw & Councillor A Solloway.  
Officers: Mrs L Close (Chief Officer), Mrs J Dean, (Deputy Clerk), Mrs H Marshal (Finance Manager)  
Also Present: No members of the public present

**Councillor J Dawson gave tribute to the passing of the late Cllr D Walsh, a previous Councillor of Skipton Town Council, and a stalwart of the Town. A minute's silence was held in respect.**

2122/001

### ITEM 1 - Mayor's Medal

Councillor P Madeley was presented with the Mayor's medal for his service during his time in office.

2122/002

### ITEM 2 – Election of Town Mayor (Chairman of the Council)

Proposed by Councillor P Madeley

Seconded by Councillor D shaw

**RESOLVED** that Councillor K McIntyre is elected Mayor of Skipton Town Council (Chairman of the Council) *(Unanimous)*

2122/003

### ITEM 3 – Mayors Declaration of Acceptance of Office

Councillor K McIntyre made and signed her declaration.

2122/004

### ITEM 4 – To receive the newly elected Mayor's comments.

Councillor K McIntyre gave her comments. She welcomed everyone to the first face to face meeting in a long time and thanked all Cllrs and staff for their hard work and cooperation throughout the pandemic with zoom She thanked the mutual aid groups especially the ones with the vaccination efforts and all market traders.

New staff were welcomed, and it was stated how The Mayor was looking forward to working with everyone in the coming year.

2122/005

### ITEM 5 – Election of Deputy Mayor for the Civic Year 2021/2022

Proposed by Councillor K McIntyre

Seconded by Councillor P Madeley

**RESOLVED** that Councillor D Shaw is elected Deputy Mayor of Skipton Town Council. *(unanimous)*

- 2122/006      **ITEM 6 – To accept apologies for absence.**  
Councillor C Nash who had an emergency to attend      *(unanimous)*
- 2122/007      **ITEM 7 – Declarations of Interest**  
None declared.
- 2122/008      **ITEM 8 – Dispensations Requests**  
None requested.
- 2122/009      **ITEM 9 – Standing Orders**  
Proposed by Councillor P Madeley  
Seconded by Councillor D Painter  
**RESOLVED** to adopt the NALC Standing Orders Model, with the formation of a working group, consisting of Councillors McIntyre, Madeley, Dawson and Judge, to review these orders in detail to determine any changes or adaptations made that are appropriate for Skipton Town Council and for them to be presented to the next meeting to adapt if necessary.      *(unanimous)*
- 2122/010      **ITEM 10 – Financial Regulations**  
Proposed by Councillor A Hickman  
Seconded by Councillor A Solloway  
**RESOLVED** to approve and adopt the Councils Financial Regulations      *(unanimous)*
- 2122/011      **ITEM 11 – Annual Governance Statement**  
Proposed by Councillor P Madeley  
Seconded by Councillor J Dawson  
**RESOLVED** to approve and sign the Annual Governance Statement section 1      *(unanimous)*
- 2122/012      **ITEM 12 – Accounting Statement**  
Proposed by Councillor P Madeley  
Seconded by Councillor D Painter  
**RESOLVED** to approve and sign the Annual Statement section 2.      *(unanimous)*
- 2122/013      **ITEM 13 – Code of Conduct**  
Proposed by Councillor R Judge  
Seconded by Councillor T Barrett  
**RESOLVED** to approve and adopt the Code of Conduct.      *(unanimous)*
- 2122/014      **ITEM 14 – Delegation arrangements under Local Government Act 1972 s101**  
Proposed by Councillor P Madeley  
Seconded by Councillor D shaw  
**RESOLVED** that the delegation arrangements made under the Local Government Act 1972 s101 gives delegated powers in relation to all

business matters for the following standard committees; Finance and policy, Audit & Scrutiny, Public Services, Planning, Events & Tourism, Market and Management & Staffing *(unanimous)*

2122/015

**ITEM 15 – Appointment of Standing Committees**

Proposed by Councillor P Madeley

Seconded by Councillor D Shaw

**RESOLVED** to approve membership of the Councils Committees consisting of 8 members for each. *(ca)* *(unanimous)*

2122/016

**ITEM 16 – Terms of Reference**

Proposed by Councillor J Dawson

Seconded by Councillor W Feather

**RESOLVED** to confirm the terms of reference for each committee. *(unanimous)*

2122/017

**ITEM 17 – To elect the Chairman of the Finance and Policy Committee**

Proposed by Councillor P Madeley

Seconded by Councillor R Judge

**RESOLVED** that Councillor W Feather be appointed as Chairman of Finance and Policy *(6 votes in favour)*

2122/018

**ITEM 18 – To Elect the Chairman of the Audit & Scrutiny Committee**

Proposed by Councillor P Madeley

Seconded by Councillor A Hickman

**RESOLVED** that Councillor E Jaquin be appointed as Chairman of Audit & Scrutiny *(9 votes in favour)*

2122/019

**ITEM 19 – To Elect the Chairman of the Public Services Committee**

Proposed by Councillor P Madeley

Seconded by Councillor D Painter

**RESOLVED** that Councillor D Shaw be appointed as Chairman of Public Services *(11 votes in favour)*

2122/020

**ITEM 20 – To Elect the Chairman of the Planning Committee**

Proposed by Councillor J Dawson

Seconded by Councillor D Shaw

**RESOLVED** that Councillor T Barrett be appointed as Chairman of the Planning Committee *(unanimous)*

2122/021

**ITEM 21 – To Elect the Chairman of the Events & Tourism Committee**

Proposed by Councillor P Madeley

Seconded by Councillor K McIntyre

**RESOLVED** that Councillor R Mahmood be appointed as Chairman of the Events and Tourism Committee *(unanimous)*

2122/022

**ITEM 22 – To Elect the Chairman of the Market Committee**

Proposed by Councillor D Shaw

Seconded by Councillor K McIntyre

**RESOLVED** that Councillor P Madeley be appointed as Chairman of the Market Committee  
(14 in favour)

2122/023

**ITEM 23 – To Elect the Chairman of the Management and Staffing Committee**

Proposed by Councillor D Shaw

Seconded by Councillor P Madeley

**RESOLVED** that Councillor J Dawson be appointed as Chairman of Management and Staffing Committee  
(unanimous)

2122/024

**ITEM 24 – Approval of Representatives on Outside Bodies**

Proposed by Councillor D Shaw

Seconded by Councillor D Painter

**RESOLVED** that approval was given for the representatives on outside bodies, with the appointment of Councillor G Bell on St Thomas Charity and that Councillor R Judge would be co-opted on to the Heap Parkinson Management Trustees  
(unanimous)

2122/025

**ITEM 25 – Risk Management**

Proposed by Councillor P Madeley

Seconded by Councillor D Painter

**RESOLVED** that with the amendment to point number 2.12, Chief Officer expenses approved by the Chair of Finance and Policy Committee, the Risk Management document is approved.

(unanimous)

2122/026

**ITEM 26 – To accept the Meeting dates for Full Council and Committees 2021/22**

Received and Noted.

2122/027

**ITEM 27 – Public Participation**

None in attendance

The Date of the next Ordinary Council meeting is Thursday 15<sup>th</sup> July 2021 at 7.00pm

With no further business to discuss the meeting closed at 19.58pm