



Otley TOWN COUNCIL

Core Resource Centre
Unit 11, Orchard Gate, Otley, LS21 3NX,
Paula Shillaw, Executive Officer,
email: eo@otleytowncouncil.gov.uk
Tel: 01943 466335

To All Members of the Town Council

You are summoned to attend the meeting of Full Council of Otley Town Council
to be held in

**The Wharfedale Room, Otley Core Resource Centre, Orchard Gate, Otley
At 7.00pm on
Monday 21st September 2026**

Paula Shillaw

**Paula Shillaw
Executive Officer
15th September 2026**

PUBLIC PARTICIPATION

Notice is given that at the start of this meeting 15 minutes will be set aside for members of the public to address the committee on matters relevant to the town or the committee within the following rules:

- (a) Members of the public wishing to speak are to have given prior notice to the Executive Officer
- (b) Any member of the public invited to speak will be permitted to speak for no more than 5 minutes
- (c) In the event of more than 3 members of the public wishing to address the committee then priority will be determined by subject matter



www.otleytowncouncil.gov.uk



AGENDA

- 1. Apologies:** Members will be asked to receive apologies
- 2. Declarations of Interest:** To receive any declarations of interest not already declared under the Council's Code of Conduct or Members Register of Disclosable Pecuniary Interests and to consider and decide upon any applications for dispensation
- 3. Minutes for approval:** Members are asked to approve for accuracy only the Minutes of the Meeting of: 13th July 2026
- 4. Minutes for Approval:** Council will be asked to approve minutes which have been to their respective parent committees for accuracy, all of which have been circulated previously to all Members:

Asset Management	9 th March 2026
Human Resources	9 th March 2026
Audit & Finance	10 th March 2026
Trade & Tourism	16 th March 2026
Traffic & Transport	23 rd March 2026
Full Council	30 th March 2026
Policy & Resources	30 th March 2026
Plans	27 th April 2026
Environment & Sustainability	27 th April 2026
- 5. Clerk Appointment:** Members will be asked to formally approve the appointment of Paula Shillaw as Executive Officer
- 6. External Audit:** Members will receive correspondence on the outcome of the external audit





Otley TOWN COUNCIL

Core Resource Centre
Unit 11, Orchard Gate, Otley, LS21 3NX,
Paula Shillaw, Executive Officer,
email: eo@otleytowncouncil.gov.uk
Tel: 01943 466335

7. Internal Audit: Members to consider the appointment of the Internal Auditor and to authorise the Executive Officer to identify an internal auditor for 2026-2027.

8. Council Banking: Members to consider the current banking arrangements, the requirements of the Council's Financial Regulations and consider any actions required.

9. Town Mayor's Announcements: The Town Mayor will make his report and announcements to the Town Council

10. Agenda Items for next meeting: Members to notify the Executive Officer of matters for inclusion on the agenda of the next meeting

11. Next Meeting: To confirm the date of the next meeting of Full Council as 16th November 2026



www.otleytowncouncil.gov.uk