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 16th November 2026

Paula Shillaw

Paula Shillaw
Executive Officer
10th November 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

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AGENDA

1. Apologies: Members will be asked to receive apologies and to consider approving reasons for absence.

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: 21st September 2026.

4. Minutes from Committees: Council will be asked to receive minutes which have been to their respective parent committees, all of which have been circulated previously to all Members:

Trade & Tourism	1st June 2026
Full Council	20th July 2026
Policy & Resources	20th July 2026
Plans	14th September 2026
Plans	19th October 2026

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

6. To consider passing a resolution under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), that the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item on the basis that the following item of business includes commercial matters.

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7. Appointment of Internal Auditor: to receive quotations and to agree to appoint an internal auditor for the financial year ending 31st March 2027.

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

9. Next Meeting: To confirm the date of the next meeting of Full Council as 18th January 2027.