



## Tadcaster Town Council

The Ark, 33 Kirkgate, Tadcaster LS24 9AQ

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Open Monday to Thursday 9.30am to 12.30pm

22 July 2020

Tadcaster Town Councillors are summoned to attend the Council meeting via Video Conference on Tuesday 28 July 2020 at 7.00 pm for the purposes of considering the agenda items below.

**DUE TO COVID-19 TOWN COUNCIL ACTIVITIES ARE RESTRICTED.**

**THE MEETING WILL NOT TAKE PLACE AS USUAL IN THE ARK COUNCIL OFFICE**

In accordance with Act 1960, Section 1. The authority to hold meetings via video conference is The Local Authorities and Police and Crime Panels (Coronavirus) (Flexible of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

Members of the media and the public are welcome to join and listen to the proceedings, other than those items of a confidential nature under the Public Bodies (Admission to Meetings)

If residents would like to attend the meeting via Video Conference, please contact the Clerk for details.

Note – Members of the public may raise matters relating to the town at Agenda item 3.

Questions to be submitted to the Clerk in advance of the meeting:- [clerk@tadcastertowncouncil.gov.uk](mailto:clerk@tadcastertowncouncil.gov.uk)

Section 2 with the Press and Public attendance contained in section 13 of said Regulations

**Press and public may not speak when the Council is in progress; when Councillors are discussing Council business; and, when Councillors are in the progress of decision making.**

Recording at Council Meetings. Recording is allowed at Council, Committee meetings which are open to the public, subject to: - (1) the recording being conducted with the full knowledge of the Chairman of the meeting and (2) compliance with the Town Councils Recording of Meetings Policy. Anyone wishing to record must contact the Town Clerk prior to the start of the meeting. Any recording must be conducted openly and not in secret.

**Jane L Crowther, Clerk to Tadcaster Town Council**

### **A G E N D A**

1. **APOLOGIES** – To receive, record and approve apologies for absence.
2. **DECLARATIONS OF INTEREST** – To receive and record declarations of interest at this point or at any other point on the agenda.
3. **PUBLIC SESSION – SUSPEND STANDING ORDERS** – To allow members of the public to speak on any matter as it relates to the town – Members of the public are asked to submit any questions in advance of the meeting to the Clerk.
4. **REIMPOSE STANDING ORDERS** –
5. **POLICE REPORT** – Members to note and discuss the Police report.
6. **PLANNING** – Members to note and comment as required on the following applications received from Selby District Council: -
  - **TTC 7/20/21 - 22 Calcaria Road, LS24 9HH** - Demolition of conservatory and the erection of a single storey extension creating a sitting and utility room.

- **TTC 8/20/21 – 10 Beech Walk** - Erection of single storey extension to rear and side creating an enlarged kitchen diner.
- 7. CORRESPONDENCE** – None
- 8. TO RATIFY DECISIONS MADE BETWEEN MEETINGS** – Members to note the list of decisions made between the Council meetings.
- 9. COVID – 19** – Clerks update of the Councils functions during Covid 19 to date.
- 10. COUNCILLOR NON-ATTENDANCE AT COUNCIL MEETINGS SIX MONTH REGULATION** - Members to note and approve absence.
- 11. STANDING ORDERS – Remote Meeting** – Members to consider and approve the Remote meetings – Standing Order.
- 12. TADCASTER NEIGHBOURHOOD DEVELOPMENT PLAN** – Members update of plans to engage a Neighbourhood Development Plan Consultant.
- 13. TADCASTER CHRISTMAS MARKET** – Members to discuss plans for 2020
- 14. TADCASTER REMEMBRANCE SUNDAY** – Members to discuss plans for 2020
- 15. COUNCIL AND COMMITTEE MEETING DATES** – Members to discuss and agree meeting dates for 2020 – 2021.
- 16. REPORTS BY DISTRICT AND COUNTY COUNCILLORS** – Members update regarding County and District matters.
- 17. FINANCE** –
  - a. Financial Year End Report** – Members to consider and approve the financial year end report to 31.03.20.
  - b. Council Reserves** – Members to consider and agree the Council Reserves.
  - c. Internal Audit of Accounts Report** – Members to note the Internal Audit of Accounts Report for the financial year 2019/2020 received from Yorkshire Internal Audit Services.
  - d. Internal Control Review Report** – Members to note the report to 31.03.20.
  - e. Internal Control System** – Members to review and agree the effectiveness of the system of internal control, internal audit procedures and Terms of Reference for 2019/2020.
  - f. Internal Control and Internal Audit Terms of Reference** – Members to review and agree the Terms of Reference for 2020/2021.
  - g. Internal Control System Auditor** – Members to appoint a Councillor to carry out the Internal Control for 2020/2021.
  - h. Approval of the Annual Accounts for year ended 31 March 2020** - To consider, approve and sign the accounts for 2019/2020.
  - i. Approval of the Annual Return for the year ended 31 March 2020** -
    - i. Section 1-Annual governance statement 2019/2020** - Members to consider and approve the answers to questions 1 to 9, Section 1-Annual governance statement.
    - ii. Section 1-Annual governance statement 2019/2020** – The chairman to sign and date Section 1-Annual governance statement.
    - iii. Section 2-Accounting statements 2019/2020** - Members to consider and approve Section 2-accounting statements.
    - iv. Section 2-Accounting statements 2019/2020** – The chairman to sign and date Section 2-Accounting Statements
  - j. Independent Internal Auditor** – Members to appoint an independent internal auditor for 2020/2021.
  - k. Risk Assessment Schedule for the Council for 2020/2021** – Members to review and agree the Risk Assessment Schedule for the Council for 2020/2021.
- 18. TADCASTER TOWN COUNCIL NEWSLETTER** –
  - a.** Members update of Tadcaster Today
  - b.** To put forward suggestions for the next edition of the Newsletter from this meeting deadline for articles the next edition
- 19. WEBSITE AND MEDIA ITEMS** – To suggest appropriate matters from this meeting to place on the website, Facebook and before the media.

**To consider exclusion of the press and public by virtue of the Public (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed at agenda items only.**

- 20. TADCASTER NEIGHBOURHOOD DEVELOPMENT PLAN** – Members to consider Tenders received for a Consultant for a Tadcaster Neighbourhood Plan.