



Tadcaster Town Council

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Open Monday to Thursday 9.30am to 12.30pm

2 June 2021

Tadcaster Town Councillors are summoned to attend the meeting of the Finance & General Purposes Committee on Tuesday 8 June 2021 at 7.00 pm in The Boys Sunday School, off Kirkgate, LS24 9BL Tadcaster.

DUE TO COVID 19 RESTRICTIONS THE MEETING WILL TAKE PLACE IN THE BOYS SUNDAY SCHOOL ROOMS, OFF KIRKGATE AND NOT ONLINE OR AS USUAL IN THE ARK COUNCIL OFFICE

Anyone entering the Boys Sunday School must sanitise hands on arrival using sanitiser in the entrance and wear a face covering throughout the meeting, Social distancing measures must be adhered to at all times. Attendees must bring their own pens to sign in and any related paperwork.

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) 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.

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

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.

DUE TO COVID-19 TOWN COUNCIL ACTIVITIES ARE RESTRICTED.

J L Crowther

Jane L Crowther, Clerk to Tadcaster Town Council

AGENDA

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. **CLERKS REPORT** - Clerk to update members regarding any environmental matters not itemised on this agenda.
6. **CEMETERY MATTERS** –
 - 6.1 - **Memorial Applications** – Members to consider and agree the following memorial applications for the Cemetery: -

- AIV i4 Additional Inscription
- AIV g7 Plaque and kerbs
- AIV i25 Plaque and Kerbs
- AVI c13 Headstone and Kerbs
- BV a26/a27 Renovate and make safe
- DV a11 Renovate and make safe
- BV j10 Renovate and make safe
- AIV J29 Plaque and Kerbs
- AIV J30 Plaque and kerbs
- AIV k1 Plaque and kerbs
- AVI h8 Additional Inscription
- AIV c22 and d22 Plaque and kerbs
- All J11 Headstone and kerbs

6.2 - Graveside services – Members to review the 10-person limit for Graveside Services during Covid 19.

6.3 - Cemetery Valuation Agency Office – members update of available space in the Cemetery.

6.4 – Ashes Plots – Members to discuss and agree the future sizing of Ashes Plots in Cemetery.

6.5 – Bulb Planting – Members to discuss and consider bulb planting in the Cemetery and Dorchester Stutton Road footpath.

6.6 – Cemetery Inspection – Members to agree a date for a Cemetery Inspection.

6.7 – Cemetery Rules and Regulations – Members to approve the Regulations.

7. PLANNING – Members to note and comment as required on the following applications received from Selby District Council: -

a. Planning Applications

12/21 - 15 Wharfedale Crescent – Proposed Pitched roof single storey wrap around (side and rear) house extension and proposed pitched roof double storey rear extension following demolition of existing garage.

b. North Yorkshire Council

Jackdaw Crag Quarry, Moor Lane, Stutton, Tadcaster, LS42 9BH -

Consultation on Application for the approval of details reserved by condition No's 3, 8, 11, 12, 13, 18, 19, 29 & 31 of Planning Permission Ref. No. C8/2009/1066/CPO which relates to details of schemes for the storage of materials, method of working, phasing of development and road and wheel cleaning facilities, a scheme which details the control of noise from HGV's and fixed plant, a noise management plan, a scheme to deal with the management of risk associated with contamination of controlled waters, a verification report, a monitoring scheme for the monitoring of groundwater levels, a scheme for the management of surface and foul waters, a pre-commencement badger survey and a scheme detailing the provision of on-site parking/waiting for HGV's on land.

8. CORRESPONDENCE – for members to note and make comments as required: -

a. North Yorkshire County Council Highways – Members update of changes to contractor.

9. FILMING ON TADCASTER TOWN COUNCIL OWNED LAND – Members update of TV filming of Tadcaster River and Riverbank areas.

10. SUB COMMITTEE MEMBERSHIP – Members to elect Councillors to serve on the following Sub Committees: -

a. Cemetery Sub Committee.

b. Staffing Sub Committee

11. CHAIRMANSHIP & VICE CHAIRMANSHIP OF SUB COMMITTEES – Members to elect Chairman and Vice Chairman to the following Sub Committees: -

a. Cemetery Sub Committee

b. Staffing Sub Committee

12. WORKING GROUP MEMBERSHIP – Members to elect members for the following Working Groups: -

- a. **Editorial Board - Newsletter**
- b. **Grant Aid** – Members to note group membership of The Chairman and Chairmen and Vice Chairmen of Committees.
- 13. BUSINESS AND EFFICIENCY GROUP** – Members to discuss and consider recommendations from the BEG meeting held earlier in the evening for the following reviewed policies: -
 - a. Privacy Statements
 - b. Website Policy
 - c. Social Media Guidelines
 - d. Media Policy
- 14. TERMS OF REFERENCE** – Members to review and agree the Terms of Reference for the following Committees: -
 - a. Finance & General Purposes Committee
 - b. Cemetery Sub Committee
 - c. Staffing Sub Committee
- 15. COUNCILLORS LENGTH OF SERVICE AWARD – REVIEW** – Members to review the criteria.
- 16. FACEBOOK REVIEW** –
 - a. Members to review and approve the Council Facebook page.
 - b. To agree Councillors to oversee the Councils Facebook Page.
- 17. MERIT AWARD CRITERIA** - Members to review and approve the criteria.
- 18. GRANT AID** – Members to approve the Grant Aid Policy/ Terms and Conditions & Application Form.
- 19. BUSINESS AND EFFICIENCY GROUP** – Members to discuss and agree a meeting date.
- 20. REMEMBRANCE SUNDAY** –
 - a. Members update of plans for the 14 November 2021.
 - b. Members to consider a quotation received for an audio and visual link for the event.
 - c. Members to approve the Remembrance Sunday Risk Assessment.
- 21. WAR MEMORIAL** –
 - a. Members update of the War Memorial Rededication 2021.
 - b. Members update of War Memorial maintenance.
- 22. GENERAL DATA PROTECTION REGULATION – Data Information Audit** – Member’s update.
- 23. CIL S106** – Members update of the monies.
- 24. COVID 19** – Clerks update of the Councils functions during Covid 19 to date.
- 25. FINANCE** –
 - a. **Financial Year End Report** – Members to consider and approve the financial year end report to 31.03.21.
 - 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 2020/2021 received from Yorkshire Internal Audit Services.
 - d. **Internal Control System** – Members to review and agree the effectiveness of the system of internal control, internal audit procedures and Terms of Reference for 2020/2021.
 - e. **Internal Control and Internal Audit Terms of Reference** – Members to review and agree the Terms of Reference for 2021/2022.
 - f. **Internal Control System Auditor** – Members to appoint a Councillor to carry out the Internal Control for 2021/2022.
- 26. WEBSITE, NEWLETTER 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.

- 27. ROSEMARY ROW** – Members update of incident on Tadcaster Town Council owned land at Rosemary Row.