



Tadcaster Town Council

The Ark, 33 Kirkgate, Tadcaster LS24 9AQ

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Open Monday to Thursday 9.30am to 12.30pm

15 June 2022

Tadcaster Town Councillors are summoned to attend the meeting of the Council on Tuesday 21 June 2022 at 7.00 pm in The Boys Sunday School, off Kirkgate, Tadcaster, LS24 9BL

Anyone entering the Boys Sunday School is advised to sanitise hands on arrival using sanitiser provided in the entrance.

Members of the media and the public are welcome to attend and listen to the proceedings, other than those conducted in Part II.

Note: Members of the public may raise matters relating to the town at Agenda Item 3.

J L Crowther

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: -
 - a. Planning Applications**
6/22 - 2 Queens Gardens – Detached double garage with utility room and home gym storage at first floor
 - b. Granted Applications**
4/22 - 123 Stutton Road – Single storey rear and side extension to provide additional living accommodation.
- 7. CORRESPONDENCE** – for members to note and make comments as required: -
 - a. YLCA – White Rose Weekly Bulletin** 10 June 2022.
 - b. Yorkshire Green Energy Enablement (Green) Project** – Members to consider the attendance of a representative to a Council meeting.
- 8. COUNCIL POLICIES AND COUNCIL TERMS OF REFERENCE** – Members to consider and agree the following recommendations from the Business and Efficiency Group.
 - a.** Council Terms of Reference
 - b.** Standing Orders
 - c.** Financial Regulations
 - d.** Code of Conduct.
 - e.** Complaints Procedure

- f. Freedom of Information
- 9. **BUSINESS AND EFFICIENCY GROUP** – Members to note the Chairman and Vice Chairman of Council and Committees for the Business and Efficiency Group as members of the group.
- 10. **PROPERTY & LAND IN TOWN COUNCIL OWNERSHIP** – To note and agree property and land in Town Council ownership.
- 11. **KEY HOLDERS** – Members to discuss and agree the list of key holders 2022/2023.
- 12. **A64 TADCASTER INTERCHANGES** –
 - a. **Islington Bar Interchange** – Members to discuss a way forward for an Islington / A64 Bar Interchange.
 - b. **A64/A162** – Members to discuss and agree a way forward for Tadcaster A64/A162 Interchange.
- 13. **COUNCILLOR VACANCY** – Members to discuss nominations received for a Councillor vacancy in Tadcaster West Ward.
- 14. **TADCASTER NEIGHBOURHOOD DEVELOPMENT PLAN** –
 - a. **Councillor Membership** – To elect Councillors to serve on Tadcaster NDP Steering Group.
 - b. **Update** – Members update.
 - c. Members update of Locality Funding for the plan.
- 15. **TADCASTER RURAL CIC** –
 - a. Members update.
 - b. Tadcaster Arts Projects.
 - c. Tadcaster Market - TEMPT - Members to discuss and agree a report received from Tadcaster CIC, following discussion at the Environment Committee meeting on 7 June 2022 for a proposal for a Market in Tadcaster.
- 16. **ADULT SOCIAL CARE IN TADCASTER** – Members to consider a proposal for a Winter Programme to support elderly and vulnerable people to deal with the cost of keeping warm and providing support that will prevent loneliness in Tadcaster.
- 17. **ALLOTMENTS** –
 - a. Members to discuss Westfield Tenants suggestions for the site.
 - b. Members to discuss and agree a notice board for Westfield and Stutton Road Allotments.
- 18. **REFUGEE SUPPORT** – Members to discuss and consider Council Refugee support funding for Tadcaster.
- 19. **REPORTS BY DISTRICT AND COUNTY COUNCILLORS** – Members update regarding County and District matters.
- 20. **FINANCE** –
 - a. **Payment of Accounts** – Three Councillors to approve and sign the cheques and stubs. Schedule to be circulated at the meeting.
 - b. **Internal Control System Report** – Members to note the Internal Control System Report for the financial year 2021/2022
 - c. **Internal Audit Control System** – Members review and agree the effectiveness of the system of Internal Control and Internal Audit for 2021/2022 and consider any findings.
 - d. **Approval of the Annual Accounts for year ended 31 March 2022** - To consider, approve and sign the accounts for 2021/2022.
 - e. **Approval of the Annual Return for the year ended 31 March 2022** -
 - i. **Section 1-Annual governance statement 2021/2022** - Members to consider and approve the answers to questions 1 to 9, Section 1-Annual governance statement.
 - ii. **Section 1-Annual governance statement 2021/2022** – The chairman to sign and date Section 1-Annual governance statement.
 - iii. **Section 2-Accounting statements 2021/2022** - Members to consider and approve Section 2-accounting statements.
 - iv. **Section 2-Accounting statements 2021/2022** – The chairman to sign and date Section 2-Accounting Statements
 - f. **Independent Internal Auditor** – Members to appoint an independent internal auditor for 2022/2023.

- g. Risk Assessment Schedule for the Council for 2022/2023** – Members to review and agree the Risk Assessment Schedule for the Council for 2022/2023.
- h. Financial Year End Report** – Members to consider and approve the financial year end report to 31/03/22.
- i. Council Reserves** – Members to consider and agree the Council Reserves.
- j. Internal Audit of Accounts Report** – Members to note the Internal Audit of Accounts Report for the financial year 2021/2022 received from Yorkshire Internal Audit Services.
- k. Internal Control and Internal Audit Terms of Reference** – Members to review and agree the Terms of Reference for 2022/2023.
- l. Internal Control System Auditor** – Members to appoint a Councillor to carry out the Internal Control for 2022/2023.
- 21. SELBY DISTRICT COUNCIL OWNED EMPTY PROPERTIES – TADCASTER** - Members to discuss a reply received from Selby District Council regarding empty properties in the town.
- 22. SELBY DISTRICT COUNCIL REGENERATION PROJECTS FOR TADCASTER** – Members to discuss a reply received from Selby District Council regarding funding sources and schemes for Tadcaster.
- 23. WEBSITE NEWSLETTER AND MEDIA ITEMS** – To suggest appropriate matters from this meeting to place on the website, Newsletter, Facebook and before the media.
- 24. APPROVAL OF MINUTES** – To approve as a correct record the Minutes of the following Council and Committee meetings: -

a. Annual Town Meeting	held	5 April 2022
b. Council	held	26 April 2022
c. Annual Council meeting	held	17 May 2022
d. Environment Committee Meeting	held	7 June 2022

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 the following agenda items only.

- 25. COUNCILLOR VACANCY** – Members to discuss nominations received for a Councillor vacancy in Tadcaster West Ward.
- 26. RECOGNITION PLAQUE** – Members to discuss and agree a recognition plaque for a past resident of Tadcaster's contribution to good causes the town.