



## Tadcaster Town Council

The Ark, 33 Kirkgate, Tadcaster LS24 9AQ

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Open Monday to Thursday 9.30am to 12.30pm

29 June 2022

**Tadcaster Town Councillors are summoned to attend the Finance & General Purposes Committee meeting on Tuesday 5 July 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**

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

Grave section	Grave number	Request
AVI	d2	Headstone
AIV	i22	Plaque and Kerbs
AIV	K3	Plaque and Kerbs
AVI	f14	Headstone
AVI	c8	Additional Inscription
AVI	c4	Additional Inscription
AVI	j21	New Headstone
AVI	h19	Additional Inscription
BVII	c26	Additional Inscription
AVI	d13	Headstone
AIII	K26	Headstone
AVI	d12	Headstone
AIV	K8	Plaque
AVI	c14	Headstone

AVI	a14	Headstone
All	f20	Additional Inscription
AIV	k51	Headstone
AIV	e18	Headstone

- b. Cemetery Rules and Regulations** – Members to approve changes to the Regulations.
- c. Cemetery Refund** – Members to discuss and consider the refund for Ashes Plot.
- 7. PLANNING** - Members to note and comment as required on the following applications received from Selby District Council: -
- a. Planning Applications** –
- 8/22 – 16 Edgerton Drive – TPO** – Application for consent to crown lift by 2.6m on the lowest branches of No1 Walnut Tree covered by TPO 9/22.
- b. Granted**
- 1/22 - 19 Westfield Crescent** – Erection of single storey rear extension and an enclosed porch to the front door.
- 42/21 - 16 Manor Road** – Raised Roof loft conversion and ground floor side extension.
- c. Refused Applications** –
- 7/22 - Library Station Road Tadcaster** – Replacement of the existing window with PVC.
- 8. CORRESPONDENCE** – for members to note and make comments as required: -
- a. YLCA – White Rose Weekly Bulletin** – 17 & 24 June 2022
- b. Civility & Respect** – Newsletter - June 2022
- c. NALC** – Members to consider and note the 2021 – 2022 National Salary Award.
- 9. SUB COMMITTEE MEMBERSHIP** – Members to elect Councillors to serve on the following Sub Committees: -
- a. Cemetery Sub Committee.**
- b. Staffing Sub Committee**
- 10. 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**
- 11. 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.
- 12. COUNCIL POLICIES** – Members to review and agree the following Policies as recommended by BEG Group: -
- a. Privacy Statements**
- b. Website Policy**
- c. Social Media Guidelines**
- d. Media Policy**
- 13. TERMS OF REFERENCE** – Members to review and agree the Terms of Reference for the following Committees as recommended by the BEG Group: -
- a. Finance & General Purposes Committee**
- b. Cemetery Sub Committee**
- c. Staffing Sub Committee**
- 14. RISK ASSESSMENTS & CRITERIA** – Members to review and agree the following as recommended by the BEG Group: -
- a. Merit Award Criteria**
- b. Remembrance Sunday Risk Assessment**
- c. Civic Service Risk Assessment**
- d. Boys Sunday School Risk Assessment**
- e. Cemetery & Cemetery Chapel Risk Assessment**
- f. The Ark Risk Assessment**

**15. FACEBOOK REVIEW –**

a. Members to review and approve the Council Facebook page as recommended by the GEG Group.

b. To agree Councillors to oversee the Councils Facebook Page.

**16. GRANT AID –** Members to approve the Grant Aid Policy/ Terms and Conditions & Application Forms as recommended by the BEG Group: -

**17. BUSINESS AND EFFICIENCY GROUP –** Members to discuss and agree a meeting date.

**18. STAFFING – ADMINISTRATION ASSISTANT –** Members to discuss and agree Administration Assistant Application forms and processes.

**19. ARK ELECTRICS –** Members to discuss and agree Insulation Resistance Testing Values to be monitored on a 6-month basis.

**20. NORTH YORKSHIRE FIRE & RESCUE – THE ARK RISK ASSESSMENT –** Members to note the Regulatory Reform (Fire Safety) Order 2005 Goodwill Advice for Minor Areas of Non-Compliance.

**21. NORTH YORKSHIRE UNITARY COUNCIL –** Update of Briefings for Parish and Town Councils.

**22. VIADUCT WALK – METHANE GAS –** Members update of Methane Gas on Viaduct Walk and to consider and agree a request for drilling a second Bore Hole.

**23. ONLINE BANKING –** Members update of Council Online Banking.

**24. FLOOD PUMP INSURANCE –** Members to discuss and agree the payment of Flood Pump Insurance.

**25. GENERAL DATA PROTECTION REGULATION – Data Information Audit –** Member's update.

**26. NEWSLETTER –**

a. Members to discuss and agree the next edition of the newsletter.

b. Newsletter Policy – Members to discuss and agree a Newsletter Policy.

**27. WEBSITE, NEWSLETTER AND MEDIA ITEMS –** To suggest appropriate matters from this meeting to place on the website, Facebook and before the media.

**28. MINOR MATTERS AND AGENDA ITEMS FOR THE NEXT MEETING –** to bring to the attention of the meeting, or the Clerk any relevant items of business for the next meeting of the **Finance & General Purposes Committee** 8 November 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 agenda items only.**

**29. CEMETERY TREES –**

a. Members to discuss and agree a way forward for Cemetery Trees.

b. Quotation – Members to consider a quotation received for Preliminary Review of information received regarding trees in the Cemetery.

**30. CEMETERY QUOTATION –** Cemetery paths – members to consider and agree quotations received to tarmac paths in the Cemetery.

**31. QUOTATION WAR MEMORIAL –** Members to consider and agree a quotation received for War Memorial Maintenance.