



## Tadcaster Town Council

The Ark, 33 Kirkgate, Tadcaster LS24 9AQ

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Open Monday to Thursday 9.30am to 12.30pm

**14 June 2023**

**Tadcaster Town Councillors are summoned to attend the meeting of the Council on Tuesday 20 June 2023 at 7.00 pm in The Ark, 33 Kirkgate, Tadcaster, LS24 9AQ**

**Anyone entering The Ark 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 the Confidential Session.

**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 –**
  - a. Members to note and discuss the Police report.
  - b. Members update of Police and North Yorkshire Council, Councillors on 6 June 2023
- 6. ENVIRONMENT AGENCY –**
  - a. An Environment Agency representative in attendance to update members regarding Tadcaster Flood Alleviation Scheme.
- 7. PLANNING** – Members to note and comment as required on the following applications received from Selby District Council: -
  - a. **Planning Applications –**  
**12/23 - 17 Wharfedale Crescent** – demolition of garden shed and garage, and erection of 1No dwelling.
  - b. **Granted Applications -**  
**34/22 - Castle Hill House – 30A Westgate - Change of Use** – of two storey outbuilding to holiday accommodation.
  - 6/23 - 23 The Fairway** – Replace existing conservatory with slightly larger single storey extension.
- 8. CORRESPONDENCE** – for members to note and make comments as required: -
  - a. **YLCA – White Rose Bulletin** – 19 May, 2 June 2023
  - b. **YLCA** – Members to note a remote meeting to be held with Police Assistant Chief Constable Scott Bisset Wednesday 12 July 2023 6.30pm.
  - c. **YLCA** – Consultation on developing local partnerships for onshore wind in England. Members to consider a response to YLCA by 26 June 2023.
  - d. **NALC** – Chief Executive Bulletin 14 April 2023, 12 & 18 May 2023.
  - e. **NALC** – Infrastructure Levy – Members to note NALC response to the Department for Levelling Up Housing & Communities response to the New Infrastructure Levy.

9. **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
10. **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.
11. **SELBY DISTRICT LOCAL PLAN** – Members update of Selby District Local Plan.
12. **TADCASTER NEIGHBOURHOOD PLAN** –
  - a. **Councillor Membership** – To elect Councillors to serve on Tadcaster NDP Steering Group.
  - b. Members to approve the minutes of the meeting held on 17 April 2023 & 22 May 2023.
  - c. Members update of meeting held on 19 June 2023.
  - d. Members update of NDP Groundwork Locality Funding.
13. **SPEED LIMITS AND DATA EVIDENCE** – Members update of North Yorkshire Council speed limits and Data Evidence in Tadcaster.
14. **TADCASTER BUS STATION UPDATE** – Members update of North Yorkshire Council/Align Tadcaster Bus Station plans – Bus Shelter Refurbishment and Changing Places Extension.
15. **NORTH YORKSHIRE COUNCIL** – Councillor K Poskitt to update members regarding North Yorkshire Council.
16. **ARMED FORCES CHAMPION** – Councillor K Poskitt to update members an Armed Forces Champion for Tadcaster.
17. **STAFFING COMMITTEE** – Members to approve the minutes of the 11 May 2023.
18. **COUNCILLOR VACANCY** – Members update of Tadcaster West Councillor Vacancy.
19. **FINANCE** –
  - a. **Payment of Accounts** – Two Councillors to approve and sign the Payment Schedule sheet to be paid by electronic payment. Schedule to be circulated at the meeting.
  - b. **Internal Control System Report** – Members to note the Internal Control System Report for the financial year 2022/2023
  - c. **Internal Audit Control System** – Members review and agree the effectiveness of the system of Internal Control and Internal Audit for 2022/2023 and consider any findings.
  - d. **Approval of the Annual Accounts for year ended 31 March 2022** - To consider, approve and sign the accounts for 2022/2023.
  - e. **Approval of the Annual Return for the year ended 31 March 2023** -
    - i. **Section 1-Annual governance statement 2022/2023** - Members to consider and approve the answers to questions 1 to 9, Section 1-Annual governance statement.
    - ii. **Section 1-Annual governance statement 2022/2023** – The chairman to sign and date Section 1-Annual governance statement.
    - iii. **Section 2-Accounting statements 2022/2023** - Members to consider and approve Section2-accounting statements.
    - iv. **Section 2-Accounting statements 2022/2023** – The chairman to sign and date Section 2-Accounting Statements
  - f. **Independent Internal Auditor** – Members to appoint an independent internal auditor for 2023/2024.
  - g. **Risk Assessment Schedule for the Council for 2023/2024** – Members to review and agree the Risk Assessment Schedule for the Council for 2023/2024.
  - h. **Financial Year End Report** – Members to consider and approve the financial year end report to 31/03/23.
  - 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 2022/2023 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 2023/2024.

**I. Internal Control System Auditor** – Members to appoint a Councillor to carry out the Internal Control for 2023/2024.

**20. PROPERTY & LAND IN TOWN COUNCIL OWNERSHIP** – To note and agree property and land in Town Council ownership.

**21. KEY HOLDERS** – Members to discuss and agree the list of key holders 2023 2024.

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

**23. APPROVAL OF MINUTES** – To approve as a correct record the Minutes of the following Council and Committee meetings: -

a. Annual Council Meeting

held 16 May 2023

b. Environment Committee Meeting

held 6 June 2023

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.

**24. CEMETERY TREES** – Members update of Cemetery Trees.