



Tadcaster Town Council

The Ark, 33 Kirkgate, Tadcaster LS24 9AQ

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Open Monday to Thursday 9.30am to 12.30pm

28 June 2023

Tadcaster Town Councillors are summoned to attend the Finance & General Purposes Committee meeting on Tuesday 4 July 2023 at 7.00 pm in The Ark, off 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 and record 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
4. **REIMPOSE STANDING ORDERS**
5. **CLERKS REPORT** - Clerk to update members regarding any Finance & General Purposes 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
All	J5	Add inscription
AVI	F15	Headstone and Kerbs
AVI	D5	Additional Inscription
AVI	B13	Replacement Headstone and kerbs
All	C17	Headstone
All	A15	Renovation
All	K15	Headstone and Kerbs
AVI	B14	Headstone and kerbs
AVI	D3	Add inscription
AIV	J47	Add inscription
AIV	H50	Add inscription
 - b. **Cemetery Inspection** –
 - i. Members to note Cemetery Inspection Report 14 April 2023.
 - ii. Members update of Cemetery Inspection 14 April 2023.
 - c. **Cemetery Rules and Regulations** – Members to approve the Regulations.
 - d. **Cemetery Trees** – Update of Tree Maintenance in the Cemetery.

- e. **Cemetery Wildflowers** – Members to note Wildflowers in the Cemetery.
7. **PLANNING** - Members to note and comment as required on the following applications received from Selby District Council: -
- a. **Planning Applications** – None
 - b. **North Yorkshire Council** –
Centre Lane Tadcaster – Proposal to make an order under the Traffic Regulation Act 1984 – for waiting times with exemptions. Northeast junction with A659 – Southeast for 237m to the junction of New Street.
 - c. **Granted**
TTC 3 - John Smiths Brewery – High Street – Erection of CO2 recovery building and installation of 2 No CO2 storage tanks adjacent to the building.
8. **CORRESPONDENCE** – for members to note and make comments as required: - None.
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: - **Editorial Board - Newsletter**
12. **COUNCIL POLICIES** –
- a. Members to review and agree the following Policies as recommended by Council on 20 June 2023: -
 - i. Standing Orders
 - ii Code of Conduct.
 - iii Complaints Procedure
 - b. Members to review and agree the following Policies as recommended by BEG Group: -
 - i. Privacy Statements
 - ii Website Policy
 - iii Social Media Guidelines
 - iv Media Policy
 - v Recording at Meetings
 - vi Electronic Payment Policy
 - vii The Ark Fire Policy (Staff only)
13. **TERMS OF REFERENCE** –
- a. Members to review and agree the Terms of Reference for the following Committees as recommended by Council on 20 June 2023: -
 - i. Council Terms of Reference
 - b. Members to review and agree the Terms of Reference for the following Committees as recommended by the Beg Group: -
 - i. Finance & General Purposes Committee
 - ii. Cemetery Sub Committee
 - iii 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

- g. The Ark Fire Risk Assessment
- h. Beacon Lighting Risk Assessment
- i. Length of Service Criteria

15. FACEBOOK REVIEW –

- a. Members to review and approve the Council Facebook page.
- b. To agree Councillors to administer the Councils Facebook Page.

16. COMPUTER & COMPUTER SUPPORT – Members update.

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

18. STAFFING VACANCY – Members update.

19. REMEMBRANCE SUNDAY – Members update of Remembrance Sunday 12 November 2023.

20. CIVIC SERVICE – Members to discuss and consider a Civic Service 2023/2024.

21. D – DAY 80 ANNIVERSARY – Members to discuss and consider a D Day 80 Beacon Lighting Event 9.15pm on 6 June 2024.

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

23. NEWSLETTER -

- a. Members to discuss and agree the next edition of the newsletter.
- b. Newsletter Policy – Members to discuss and agree a Newsletter Criteria.

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

25. 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** 7 November 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 agenda items only.

26. CEMETERY TREES – Members update of Cemetery Trees.

27. QUOTATION – Sandbags - Cemetery Store – Members to discuss and consider a quotation for removal of sandbags at the Cemetery.