



Tadcaster Town Council

The Ark, 33 Kirkgate, Tadcaster LS24 9AQ

01937 834113

clerk@tadcastertowncouncil.gov.uk

www.tadcastertowncouncil.gov.uk

Open Monday to Thursday 9.30am to 12.30pm

12 June 2024

Tadcaster Town Councillors are summoned to attend the meeting of the Council on Tuesday 18 June 2024 at 7.00 pm in The Ark, 33 Kirkgate, Tadcaster, LS24 9AQ

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

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. **POLICE REPORT** –
 - a. Members to note and discuss the Police report.
 - b. Members to note the June 2024 - North Yorkshire Police Community Newsletter.
6. **PLANNING** – Members to note and comment as required on the following applications received from Selby District Council: -
 - a. **Planning Applications** –
 - 5/24 - **Land between The Jackdaw and 50 Stutton Road** – Erection of a two-bedroom bungalow with home office.
 - b. **Granted Applications** -
 - 4/24 - **Riley Smith Hall**, Westgate, Installation of new entrance ramp and steps and modification of external entrance door.
 - c. **North Yorkshire Council**
Proposed Stopping Up of Highway – at land to the rear of 7 Aspen Way on Station Road.
 7. **CORRESPONDENCE** – for members to note and make comments as required: -
 - a. **YLCA – White Rose Bulletin** – 10 & 24 May 2024.
 - b. **NALC** – Chief Executive Bulletin – 9,16,23 & 30 May 2024 & 6 June 2024.
 - c. **Visit North Yorkshire** – First Newsletter.
 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. **ENVIRONMENT AGENCY – Motte & Bailey Historical England Excavation Works**- Members to note excavation works on Tadcaster Town Council riverside owned land at the foot of the Motte & Bailey to be carried out during summer 2024.
11. **TOWN CENTRE DERELICT BUILDINGS TADCASTER** – Members update received from North Yorkshire Council regarding derelict buildings in Tadcaster.
12. **BRIDGE CLOSURE COMMS PLANS** – Members to note the final draft of Tadcaster Bridge Protocol for enacting and communication closure of Tadcaster Bridge during flood related events.
13. **TADCASTER NEIGHBOURHOOD PLAN** –
 - a. **Councillor Membership** – To elect Councillors to serve on Tadcaster NDP Steering Group.
 - b. Members update of Steering Group meeting 13 May 2024.
14. **TADCASTER RURAL CIC** – Members update.
15. **TADCASTER BUS STATION UPDATE** – Members update of Tadcaster Bus Station plans – Bus Shelter Refurbishment and Changing Places Extension.
16. **VEHICULAR ACTIVATED SIGN** – Members to note and discuss data records from VAS at York Road and Wetherby Road January – April 2024.
17. **GRANT AID** – Members to discuss and consider a Small Grant Aid Application.
18. **VIADUCT INSPECTION REPORT** – Members to note the report and discuss and consider the report's Conclusions and Recommendations.
19. **RIVERBANK LAND** – Members to discuss Tadcaster Town Council owned Riverbank land as a recommendation from the Environment Committee meeting 4 June 2024.
20. **NORTH YORKSHIRE COUNCIL** – Councillor K Poskitt to update members regarding North Yorkshire Council.
21. **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 and approve the Internal Control System Report for the financial year 2023/2024
 - c. **Internal Control System** – Members to review and agree the effectiveness of the system of Internal Control and Internal Audit for 2023/2024 and consider any findings.
 - d. **Approval of the Annual Accounts for year ended 31 March 2024** - To consider, approve and sign the accounts for 2023/2024.
 - e. **Approval of the Annual Return for the year ended 31 March 2024** -
 - i. **Section 1-Annual governance statement 2023/2024** - Members to consider and approve the answers to questions 1 to 9, Section 1-Annual governance statement.
 - ii. **Section 1-Annual governance statement 2023/2024** – The chairman to sign and date Section 1-Annual governance statement.
 - iii. **Section 2-Accounting statements 2023/2024** - Members to consider and approve Section2-accounting statements.
 - iv. **Section 2-Accounting statements 2023/2024** – The chairman to sign and date Section 2-Accounting Statements
 - f. **Independent Internal Auditor** – Members to appoint an independent internal auditor for 2024/2025.
 - g. **Risk Assessment Schedule for the Council for 2024/2025** – Members to review and agree the Risk Assessment Schedule for the Council for 2024/2025.
 - h. **Financial Year End Report** – Members to consider and approve the financial year end report to 31 March 2024.
 - i. **Council Reserves** – Members to consider and agree the Council Reserves.
 - j. **Internal Audit of Accounts Report** – Members to note and approve the Internal Audit of Accounts Report for the financial year 2023/2024 received from Local Councils Auditors.
 - k. **Internal Control and Internal Audit Terms of Reference** – Members to review and agree the Terms of Reference for 2024/2025.
 - l. **Internal Control System Auditor** – Members to appoint a Councillor to carry out the Internal Control Audit for 2024/2025.

- 22. PROPERTY & LAND IN TOWN COUNCIL OWNERSHIP** – To note and agree property and land in Town Council ownership.
- 23. KEY HOLDERS** – Members to discuss and agree the list of key holders 2024 2025.
- 24. WEBSITE NEWSLETTER AND MEDIA ITEMS** – To suggest appropriate matters from this meeting to place on the website, Newsletter, Facebook and before the media.
- 25. APPROVAL OF MINUTES** – Members to approve as a correct record in compliance with agreed Protocol the following Council and Committee meetings: -
- | | | |
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| a. Annual Council Meeting | held | 14 May 2024 |
| b. Environment Committee Meeting | held | 4 June 2024 |

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.

- 26. STAFFING SUB COMMITTEE** – Members to consider a recommendation from the Staffing Sub Committee meeting on 12 June 2024.
- 27. CEMETERY TREES** – Members update of Cemetery Trees.