



Tadcaster Town Council

The Ark, 33 Kirkgate, Tadcaster LS24 9AQ

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Open Monday to Thursday 9.30am to 12.30pm

26 June 2024

Tadcaster Town Councillors are summoned to attend the Finance & General Purposes Committee meeting on Tuesday 2 July 2024 at 7.00 pm in The Ark, off 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 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
DV	G7	Add Inscription
AVI	A14	Add Inscription, Kerbs
DV	A28	Add Inscription
All	J6	Add inscription, Kerbs
AIV	D40	Renovations
AIV	E42	Renovations
AIV	G13	Renovations
AIV	H29	Add inscription
All	H11	Add inscription
AIV	K46	Plaque and Kerbs
AIV	K51	Add inscription
AVI	J13	Renovations
All	I4	Headstone and Kerbs
All	I15	Headstone and kerbs
AIV	B15	Plaque
AIV	B18	Renovations
AIV	E36	Add inscription

b. Cemetery Inspection –

- i. Members to note Cemetery Inspection Report 24 April 2024.
- ii. Members update of Cemetery Inspection 14 April 2023.
- c. **Cemetery Spending** – Members to note and discuss Cemetery spending.
- d. **Cemetery Rules and Regulations** – Members to review and approve the Regulations.

- e. Cemetery Fees – Stutton Parish Council** – Members to discuss fees paid by Stutton Parishioners.
- 7. PLANNING** - Members to note and comment as required on the following applications received from Selby District Council: -
- a. Planning Applications** –
 - b. North Yorkshire Council** –
 - c. Granted Applications**
- 8. CORRESPONDENCE** – for members to note and make comments as required: -
- 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** – 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**
 - e. Recording at Meetings**
 - f. Electronic Payment Policy**
 - g. The Ark Fire Policy (Staff only)**
 - h. Persistent or Vexatious**
- 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**
 - 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. 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 update of meeting held on 12 June 2024.
- 18. VALUATION OFFICE AGENCY** – Request for information – members to note.
- 19. ARK MAINTENANCE** – Members to discuss and consider maintenance to The Ark.
- 20. REMEMBRANCE SUNDAY** – Members update of Remembrance Sunday 10 November 2024.
- 20. GENERAL DATA PROTECTION REGULATION – Data Information Audit** – Member’s update.

21. **NEWSLETTER -**
 - a. Members to discuss and agree the next edition of the newsletter.
 - b. Newsletter Policy – Members to discuss and agree a Newsletter Criteria.
22. **WEBSITE, NEWSLETTER AND MEDIA ITEMS** – To suggest appropriate matters from this meeting to place on the website, Facebook and before the media.
23. **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** 5 November 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 agenda items only.

24. **CEMETERY TREES** – Members update of Cemetery Trees.
25. **ARK INFORMATION LEAFLET** – Members to discuss and consider content and quotations received for replacement of The Ark Information Leaflet.
26. **STAFFING SUB COMMITTEE** – Members update.