



Tadcaster Town Council

The Ark, 33 Kirkgate, Tadcaster LS24 9AQ

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Open Monday to Thursday 9.30am to 12.30pm

Official Notice of the Finance and General Purposes Committee Meeting of TADCASTER TOWN COUNCIL

Date: Tuesday 8 July 2025

Time: 6pm

Venue: The Ark, 33 Kirkgate, Tadcaster, LS24 9AQ

You are hereby summoned to the Finance and General Purposes Committee Meeting of Tadcaster Town Council as detailed above and to consider and resolve the business transaction on the agenda below. Members of the media and the public are welcome to attend and listen to the proceedings, other than those conducted in the Confidential Session.

J L Crowther

Jane L Crowther, Proper Officer

2 July 2025

AGENDA

F/26/1 APOLOGIES

- a) To receive and record apologies for absence.
- b) To resolve to approve reasons for absence.

F/26/2 DECLARATIONS OF INTEREST & DISPENSATION REQUESTS

- a) To note any written requests for dispensation the Clerk may have received from members.
- b) To consider any new dispensation requests
- c) To receive Declarations of Interests from members not already declared under the members Code of Conduct or members Register of Interests, in any business to be transacted.

F/26/3 PUBLIC SESSION – Suspension of Standing Orders

To allow members of the public and representatives from other organisations are invited to speak on any matter as it relates to the town – Members of the public are requested to submit any questions in advance of the meeting to the Clerk. Standing Orders will be reinstated on the closure of this agenda item.

F/26/4 To NOTE the MINUTES of the Finance and General Purposes Committee Meeting held on Tuesday 4 March 2025.

F/26/5 SUB COMMITTEE AND WORK GROUP APPOINTMENTS FOR 2025/2026

- a) **Staffing Sub Committee** - To appoint members to the Staffing Sub Committee
 - i. To elect a Chair and Vice Chair
- b) **Cemetery Sub Committee** - To appoint members to the Cemetery Sub Committee
 - i. To elect a Chair and Vice Chair
- c) **Newsletter – Editorial Working Group** - To appoint members to the Newsletter working group

F/26/6 EVENTS MANAGEMENT

- a) To receive an update on the Remembrance Sunday event 9 November 2025 & Community Poppy Tree.
- b) To consider the Remembrance Sunday 2025 documents to be submitted to the NYC SAG.
- c) To receive and update on the VJ Day 80- Tribute on Friday 15 August 2025.

F/26/7 ASSET MANAGEMENT

- a) To consider the following memorial applications for Tadcaster Cemetery

Following the Local Government Audit and Accountability Act 2014 the right to record, film and to broadcast meetings of the council, committees and sub committees is established, but anyone wishing to do so should advise the Clerk and the Chair of the Council to ensure compliance with the adopted policy to effectively and lawfully manage this activity.

Grave section	Grave number	Request
DIV	N19	Headstones and kerbs
DV	C14	Add inscription
AIV	E20	Plaque with kerbs
All	F21	Add inscription
AIV	K39	Plaque and Kerbs
AIV	K34	Plaque and kerbs
AIV	K41	Plaque and kerbs
AIV	J44	Add inscription

- b) To consider the guidance regarding burial paperwork for Tadcaster Cemetery.
- c) To consider at quotation for replacement Cemetery benches.
- d) To receive and update on the potential of rewilding in the Cemetery.
- e) To consider the exclusion of the press and public by virtue of the Public (Admissions to Meetings) Act 1960, due to the confidential nature of the business to be transacted.
- f) To consider a request for the transfer of rights to a grave in the Cemetery
- g) To receive an update on the Cemetery trees.

F/26/8 FINANCE

- a) To approve the Balance Sheet, Bank Reconciliation and Income and Expenditure to 30 June 2025.
- b) To consider a mechanism by which reserves can be deployed against projects.
- c) To receive an update on Cemetery fees for Stutton Parish.
- d) To consider any applications to the Town Council Grant Aid

F/26/9 POLICY & GOVERNANCE

- a) To review and approve the Council Facebook page and to agree Councillors to administer the page.
- b) To review the following policies, terms of reference and risk assessments:

Council Policies

- i. Privacy Statements
- ii. Website Policy
- iii. Social Media Guidelines
- iv. Media Policy
- v. Recording at Meetings
- vi. Electronic Payments Policy
- vii. The Ark Fire Policy (staff only)
- viii. Persistent or Vexatious
- ix. Merit Award Criteria
- x. Length of Service Criteria
- xi. Newsletter Criteria
- xii. Cemetery Rules and Regulations

- xiii. Grant Aid Policy/Terms and Conditions and Application Form

Terms of Reference

- xiv. Finance and General Purposes Committee
- xv. Staffing Sub Committee
- xvi. Cemetery Sub Committee

Risk Assessments

- xvii. Remembrance Sunday
- xviii. Cemetery & Chapel
- xix. The Ark
- xx. The Ark Fire

F/26/10 STAFFING

- a) To receive an update from the Chair of the Staffing Sub Committee

F/26/11 CORRESPONDENCE RECEIVED - None

- F/26/12 To consider the agenda items for the next meeting**
- F/26/13 To note date, time and location of next meeting**