



## Tadcaster Town Council

The Ark, 33 Kirkgate, Tadcaster LS24 9AQ

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Open Monday to Thursday 9.30am to 12.30pm

12 June 2019

**Tadcaster Town Councillors are summoned to attend the Council meeting on Tuesday 18 June 2019 at 7.00 pm in The Ark, 33 Kirkgate, Tadcaster.**

Members of the media and the public are welcome to attend and listen to the proceedings, other than those conducted in Part II. **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.
4. **REIMPOSE STANDING ORDERS** –
5. **POLICE REPORT** – Members to note and discuss the Police report.
6. **UK YOUTH PARLIAMENT** – Tadcaster Grammar School Central Yorkshire representative of the UK Youth Parliament in attendance to discuss and explain the role.
7. **TADCASTER RURAL COMMUNITY INTEREST COMPANY** – David Gluck in attendance to update members regarding the following:-
  - a. **Neighbourhood Plan**
  - b. **Tadcaster Business Forum**
8. **PLANNING** – Members to note and comment as required on the following applications received from Selby District Council:-
  - a. **Amended Applications -**  
**3&4/19 - The Brewery High Street** – Proposed formation of a new ramp 1 in 20 and replacement of existing windows with 4no windows (match existing 4-pane sash window), repair existing windows to rear (replace if beyond repair) replace existing doors to front and rear and internal alterations.
9. **CORRESPONDENCE** – None
10. **CEMETERY MATTERS** –
  - a. **Memorial Repairs** – Members to consider and agree a recommendation from the Finance & General Purposes Committee for the repairs of Category 2 Memorials.
  - b. **Repairs to sunken Graves** – Members to consider a recommendation from the Finance & General for repairs to sunken graves in the Cemetery.
  - c. **Cemetery Sub Committee – Footpaths** – Members to consider a recommendation from the Cemetery Sub Committee for repairs to footpaths in the Cemetery.
  - d. **Cemetery Budget** – Members to consider a recommendation from the Finance & General Committee for the transfer of monies from the Councils General Reserves to the Cemetery Budget.
11. **TADCASTER TWINNING ASSOCIATION – Notre Dame Fire Donation** - Members to consider and agree a Match Fund donation by Tadcaster Twinning Association in conjunction with St Chelyd `Apcher to the Notre Dame Fire.

12. **COUNCILLOR VACANCY** – Members to discuss and agree a way forward for the Councillor Vacancy.
13. **STAFF VACANCY** – Members update of the Administrative Assistant job vacancy.
14. **VEHICULAR ACTIVATED SIGNS** – Members to discuss and agree any requirement for signs in the town.
15. **GENERAL DATA PROTECTION REGULATIONS** – Members to consider a recommendation from the Finance & General Purposes Committee for the upgrading of office furniture to adhere to GDPR regulations.
16. **BUSINESS AND EFFICIENCY GROUP** – Members to note the Chairman and Vice Chairman of the Business and Efficiency Group as members of the group.
17. **KEY HOLDERS** – Members to discuss and agree the list of key holders 2019 2020.
18. **COUNCIL POLICIES AND COUNCIL TERMS OF REFERENCE** – Members to consider and agree the following recommendations from the Business and Efficiency meeting on 11 June 2019.
  - a. Council Terms of Reference
  - b. Standing Orders
  - c. Financial Regulations
  - d. Code of Conduct.
  - e. Complaints Procedure
  - f. Freedom of Information
19. **REPORTS BY DISTRICT AND COUNTY COUNCILLORS** – Members update regarding County and District matters.
20. **CEF PARTNERSHIP BOARD/FORUM UPDATE** – None
21. **FINANCE** –
  - a. **Payment of Accounts** – Three Councillors to approve and sign the cheques and stubs. Schedule to be circulated at the meeting.
  - b. **CIL & S106 Statements** – Members to consider and discuss a recommendation from the Environment Committee on 21 May 2019.
  - c. **Internal Audit Control System** – Members to consider and approve the findings of the review of the system of Internal Control and Internal Audit for 2018/2019 by the Finance and General Purpose Committee on 11 June 2019.
  - d. **Approval of the Annual Accounts for year ended 31 March 2019** - To consider, approve and sign the accounts for 2018/2019.
  - e. **Approval of the Annual Return for the year ended 31 March 2019** -
    - i. **Section 1-Annual governance statement 2018/2019** - Members to consider and approve the answers to questions 1 to 9, Section 1-Annual governance statement.
    - ii. **Section 1-Annual governance statement 2018/2019** – The chairman to sign and date Section 1-Annual governance statement.
    - iii. **Section 2-Accounting statements 2018/2019** - Members to consider and approve Section2-accounting statements.
    - iv. **Section 2-Accounting statements 2018/2019** – The chairman to sign and date Section 2-Accounting Statements
  - f. **Independent Internal Auditor** – Members to appoint an independent internal auditor for 2019/2020.
  - g. **Risk Assessment Schedule for the Council for 2019/2020** – Members to review and agree the Risk Assessment Schedule for the Council for 2019/2020.
22. **TADCASTER TOWN COUNCIL NEWSLETTER** –
  - a. To put forward suggestions for the next edition of the Newsletter from this meeting.
23. **WEBSITE AND MEDIA ITEMS** –
  - a. To suggest appropriate matters from this meeting to place on the website, Facebook and before the media.
24. **APPROVAL OF MINUTES** – To approve as a correct record the Minutes of the following Council and Committee meetings:-

a. Council Meeting	held	16 April 2019
b. Annual Council Meeting	held	7 May 2019
c. Environment Committee Meeting	held	21 May 2019
d. Finance & General Purposes Committee Meeting	held	11 June 2019

**PART II – To consider any items which, under the provision of the Public Bodies (Admission to Meetings) Act 1960 as amended by Section 100A of the Local Government Act 1972, Schedule 12, description 1, 4 & 8**

**25. APPROVAL OF MINUTES – PART II** – to approve as a correct record the minutes of the following Council and Committee Meetings:-

a. Council meeting	held	16 April 2019
b. Environment Committee Meeting	held	21 May 2019
c. Finance & General Purposes Committee Meeting	held	11 June 2019

**26. MERIT AWARDS** – Members to consider possible recipients.