



## Tadcaster Town Council

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Open Monday to Thursday 9.30am to 12.30pm

**9 September 2020**

**Tadcaster Town Councillors are summoned to attend the Finance & General Purposes Committee Meeting via Video Conference on Tuesday 15 September 2020 at 7.00 pm for the purposes of considering the agenda items below.**

**DUE TO COVID-19 TOWN COUNCIL ACTIVITIES ARE RESTRICTED.**

**THE MEETING WILL NOT TAKE PLACE AS USUAL IN THE ARK COUNCIL OFFICE**

The meeting will be held online via Zoom - <https://zoom.us/j/95488237557>

**In accordance with Act 1960, Section 1. The authority to hold meetings via video conference is The Local Authorities and Police and Crime Panels (Coronavirus) (Flexible of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020**

**Members of the media and the public are welcome to join and listen to the proceedings, other than those items of a confidential nature under the Public Bodies (Admission to Meetings)**

**Note – Members of the public may raise matters relating to the town at Agenda item 3.**

**Questions to be submitted to the Clerk in advance of the meeting:- [clerk@tadcastertowncouncil.gov.uk](mailto:clerk@tadcastertowncouncil.gov.uk)**

**Section 2 with the Press and Public attendance contained in section 13 of said Regulations**

**Press and public may not speak when the Council is in progress; when Councillors are discussing Council business; and, when Councillors are in the progress of decision making.**

Recording at Council Meetings. Recording is allowed at Council, Committee meetings which are open to the public, subject to: - (1) the recording being conducted with the full knowledge of the Chairman of the meeting and (2) compliance with the Town Councils Recording of Meetings Policy. Anyone wishing to record must contact the Town Clerk prior to the start of the meeting. Any recording must be conducted openly and not in secret.

*J L Crowther*

**Jane L Crowther, Clerk to Tadcaster Town Council**

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### **A G E N D A**

- 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. 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: -

- **AIV j31**                **Plaques & Kerbs**
- **AVI j4**                **Kerbs & Additional Inscription**
- **AVI e11**              **Headstone**
- **AIV b20**              **Additional Inscription**
- **AIV j10**              **Plaque & Kerbs**
- **AIV i29**              **Additional Inscription**
- **AVI b13**              **Headstone**
- **AVI j11**              **Additional Inscription**
- **AIV j51**              **Additional Inscription**
- **AIV j32**              **Plaque**
- **AVI j13**              **Headstone**
- **AVI g12**              **Headstone**
- **AIV j11**              **Plaque & Kerbs**
- **AIV g23**              **Plaque**
- **All j5**                **Headstone & Kerbs**
- **BVII k7**              **Headstone**

b. **Cemetery Rules and Regulations - Grave Diggers & Memorial Masons** – Members to approve the regulations.

c. **Cemetery Plans** – Members update of the Cemetery Maps/Plans.

d. **Pathway AIV** – Members to discuss pathways in the AIV section of the Cemetery.

e. **Sunken Graves, Wall, Gate** – Members update

f. **Graveside services** – Members to review the 10-person limit for Graveside Services during Covid 19.

g. **Memorial in section AVI of the Cemetery** – Email received from owner of a grave in section AVI, members to discuss a way forward.

7. **PLANNING – (Item 7)** - Members to note the following applications: -

**Granted Applications** –

**12/20 - Railway Viaduct Mill Lane** -Application for consent to remove 8No Ash trees (L1T1, L1T4, L2T1, L2T2, L2T4,L4T1, L6T1 & L6T2), 12No Hawthorne trees (L1T2, L3T1, L5T1-9 & L6T3), 1NoWillow tree (L1T3)

**12/2- 22 Calcaria Road** – Demolition of conservatory and the erection of a single storey extension creating a sitting room.

8. **CORRESPONDENCE** – None

9. **REMEMBRANCE SUNDAY** – Members to discuss plans for 8 November 2020.

10. **ARK MAINTENANCE** – Members update of Ark roof maintenance.

11. **ONLINE BANKING** – Members update of Council online banking proposal.

12. **CIL & 106 MONIES** – Members update.

13. **BUSINESS AND EFFICIENCY GROUP** –

**13.1** - Members to discuss and consider recommendations from the BEG Budget meeting held earlier in the evening.

**13.2** Members to review and agree the following policies: -

- a. Privacy Statements
- b. Website Policy
- c. Social Media Guidelines
- d. Media Policy

14. **TERMS OF REFERENCE** – Members to review and agree the Terms of Reference for the following Committees and Sub Committees.

- a. Finance & General Purposes Committee
- b. Cemetery Sub Committee

- c. Staffing Sub Committee
- 15. **GRANT AID** – Members to review and approve the Grant Aid Policy/ Terms and Conditions & Application Form.
- 16. **FACEBOOK REVIEW** –
  - a. Members to review and approve the Council Facebook page.
  - b. To agree Councillors to oversee the Councils Facebook Page.
- 17. **MERIT AWARD CRITERIA** -
  - a. Members to review and approve the criteria.
  - b. Members to discuss a way forward for recipients
- 18. **COUNCILLORS LENGTH OF SERVICE AWARD – REVIEW** – Members to review the criteria.
- 19. **FINANCE – Financial Quarterly Report** – Members to consider and approve the Financial Quarterly report to 30 June 2020.
- 20. **GENERAL DATA PROTECTION REGULATIONS – Data Information Audit – Members update.**
- 21. **TADCASTER TOWN COUNCIL NEWSLETTER** – Members to discuss the future of Tadcaster Town Council Newsletter.
- 22. **WEBSITE AND MEDIA ITEMS** –
  - a. To suggest appropriate matters from this meeting to place on the website and before the media.
  - b. **Website Accessibility** - Members update.
- 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** on 20 October 2020.

**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.**

- 24. **CEMETERY CHAPEL** - Chapel Rent Review – Members to discuss and agree Chapel Rent for 2021/2022.
- 25. **CEMETERY MATTERS** – Members to discuss a way forward for Item 6 g on the agenda.