



Tadcaster Town Council

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Open Monday to Thursday 9.30am to 12.30pm

MINUTES OF FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON TUESDAY 15 SEPTEMBER 2020 AT 7 PM ONLINE AT ZOOM.US MEETING ID 95488237557

PRESENT:	CHAIRMAN	D Bowgett
	COUNCILLORS	S Cobb, D Mackay, G Lodge, M Middlemiss, R Sweeting (Part) C Stephenson.
	CLERK	J Crowther
	DEPUTY CLERK	J Mottershead
	ALSO PRESENT	One member of the public

- F1 APOLOGIES – (Item 1)** - To receive, record and approve apologies for absence - None
- F2 DECLARATIONS OF INTEREST – (Item 2)** - To receive and record declarations of interest at this point or at any other point on the agenda – Councillor D Mackay declared an interest in item 24 on the agenda.
- F3 PUBLIC SESSION – SUSPEND STANDING ORDERS – (Item 3)** - To allow members of the public to speak on any matter as it relates to the town.
Members were informed that a member of the public was due to join the meeting it was agreed that item 6b be discussed at that point.
- F4 REIMPOSE STANDING ORDERS – (Item 4)** -
- F5 CLERKS REPORT – (Item 5)** - Clerk to update members regarding any Finance & General Purposes matters not itemised on this agenda – None.
- F6 CEMETERY MATTERS – Item 6)** -
- a. Memorial Applications** – Members considered 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.

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Members were informed that the allocated soil heap area had become untidy and soil had been found in bushes, under trees and on grave spaces around the Cemetery.

RESOLVED – Members approved the above regulations to include Soil dumping regulations.

ACTION – Clerk to circulate the Regulations to Funeral Directors and Memorial Masons.

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

The Clerk reported that the Administration Assistant was in the process of computerising the Cemetery Maps, this would act as a backup the original maps.

Members commended the Administration Assistant for the above work.

d. Pathway AIV – Members discussed pathways in the AIV section of the Cemetery.

The Clerk reported that an additional pathway was required in the above section.

The previous pathway in AIV was in 2014. The accuracy of the pathway was particularly important as the flags are used to mark the grave spaces.

RESOLVED –

- **Members agreed to an additional footpath in the AIV section.**

- **Members agreed that three quotes be sought for the above works.**

ACTION – Clerk to deal

e. Sunken Graves, Wall, Gate – Members update – Councillor D Bowgett reported that he had visited the Cemetery and works carried were good.

The Clerk reported that there was further topping up work required, and suggested that this be looked at later in the year or next year. The Cemetery was looking tidier following the above works. Councillor D Mackay reported that the contractor had carried out additional minor works free of charge.

f. Graveside Services – Members reviewed the 10-person limit for Graveside Services during Covid 19.

RESOLVED – That the limit of 10 people at a graveside services to remain.

A member of the Public joined the meeting

Councillor R Sweeting joined the meeting

Members agreed to suspend standing orders

F7 PUBLIC SESSION SUSPEND STANDING ORDERS – (Item 3)

Members agreed to discuss item 6g at this stage of the meeting.

F6 g - Memorial in section AVI of the Cemetery – Email received from owner of a grave in section AVI, members to discuss a way forward.

A member of the public reported that she had spoken to Councillor D Mackay regarding anti - social behaviour in the Cemetery including soil damage on a grave and the displacement of flowers.

Children had been seen playing in the Cemetery. Concerns were raised that the memorial may have been targeted as the memorial was a white cross.

The situation had been very upsetting

The Clerk reported that the local PCSOs had been informed of the situation and had asked for times for them to monitor the area.

ACTION –

- **Clerk to ask PCSOs to monitor the above area at school leaving times and early evenings.**

- **Clerk to notify Tadcaster Grammar School regarding anti - social behaviour in the Cemetery.**

F8 PLANNING – (Item 7) - Members noted the following applications: -

Granted Applications –

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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.

F9 CORRESPONDENCE – (Item 8) - None

F10 REMEMBRANCE SUNDAY – (Item 9) - Members discussed plans for Sunday 8 November 2020.

The Clerk reported that The British Legion had advised that due to Covid 19 there should be a maximum of 15 Wreath Layers. Tadcaster Salvation Army Major had volunteered to speak at the War Memorial. Plans may be required to change as time progressed.

Councillor R Sweeting suggested that a timetable for the laying of wreaths at intervals throughout the day be considered. This could be advertised on the website.

ACTION –

- **Clerk to contact the British Legion to discuss the above suggestion.**
- **That the above be discussed at the next appropriate meeting.**

The Clerk reported that the Council had been asked if a representative from the North Yorkshire Lieutenancy would be required for Remembrance Sunday.

RESOLVED - That due to Covid 19 a representative would not be required for the 2020 Remembrance Sunday.

ACTION – Clerk to deal

Councillor S Cobb reported that he was planning to arrange for the laying of a wreath at Glen Goodman Corner.

F11 ARK MAINTENANCE – (Item 10) - Members update of Ark roof maintenance.

The Clerk reported that repairs to The Ark roof due to be carried out in March 2020, had not been completed due to Covid 19 restrictions.

RESOLVED –

- **That the above work be revisited in Spring 2021.**
- **Any minor repairs to be dealt with as and when required.**

ACTION – Clerk to deal

F12 ONLINE BANKING – (Item 11) - Members update of Council online banking proposal.

The Clerk reported that Covid 19 restrictions had made Banking difficult, as the face to face signing of cheques and bank visits were being carried out by the Clerk.

RESOLVED – That an Action Plan be established as a way forward for the Councils Online Banking.

ACTION – Clerk to deal

F13 CIL & 106 MONIES – (Item 12) - Members update.

The Clerk reported that the above monies were available to spend on suitable projects. An article to publicise the monies was to be published in Tadcaster Today during the coming weeks.

RESOLVED – That the above agenda item be discussed at the F&GP meeting on 20 October 2020.

ACTION – Clerk to deal.

F14 BUSINESS AND EFFICIENCY GROUP – (Item 13) -

F14.2 - - Members discussed the BEG Budget meeting held earlier in the evening: -

The Clerk reported that consideration had been given to Remembrance Day and Christmas Market budgets being rolled over to 2021.

F14.2 - Members reviewed the following policies: -

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

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RESOLVED – Members approved the above Polices.

F15 TERMS OF REFERENCE – (Item 14) - Members reviewed the Terms of Reference for the following Committees and Sub Committees.

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

RESOLVED – Members approved the above Terms of Reference.

F16 GRANT AID – (Item 15) - Members reviewed the Grant Aid Policy/Terms and Conditions & Application Form.

RESOLVED – Members approved the above Policy/Terms and Conditions and Application Form.

F17 FACEBOOK REVIEW – (Item 16) -

- a. Members reviewed the Council Facebook page.

RESOLVED – Members approved the continuation of the above Council Facebook page.

- b. To agree Councillors to oversee the Councils Facebook Page.

RESOLVED – Councillor D Bowgett to oversee the Council Facebook page for 2020/2021

F18 MERIT AWARD CRITERIA – (Item 17) -

- a. Members reviewed the criteria.

RESOLVED – Members approved the above Criteria.

- b. Members to discuss a way forward for recipients.

Councillor R Sweeting felt that the presentation of the three recipients be reviewed in early 2021.

ACTION – Clerk to raise as an agenda item in early 2021.

F19 COUNCILLORS LENGTH OF SERVICE AWARD – REVIEW – (Item 18) - Members reviewed the criteria.

Councillor R Sweeting reported that he had received a certificate for 25 Year Council Service in 2016 as per the criteria adopted in 2014 but had not received a gift for 20 years.

RESOLVED – That the Length of Service Award Criteria be reviewed at the Council meeting on 29 September 2020.

ACTION – Clerk to deal.

F20 FINANCE – Financial Quarterly Report – (Item 19) - Members considered the Financial Quarterly report to 30 June 2020.

RESOLVED – Members approved the above Report.

F21 GENERAL DATA PROTECTION REGULATIONS – Data Information Audit – (Item 20) –

The Clerk reported that work to computerise office papers and shredding had been ongoing during lockdown.

Members thanked office staff for their work during Covid 19.

F22 TADCASTER TOWN COUNCIL NEWSLETTER – (Item 21) - Members discussed the future of Tadcaster Town Council Newsletter.

Councillor R Sweeting reported that the future of the CEFs was not known, Selby District Council were to discuss the matter at the next Council meeting on 22 September 2020. He suggested that alternative for the Newsletter be investigated.

The Clerk read out approximate production costs for a Council only Newsletter.

RESOLVED – That the Newsletter be discussed at the next appropriate Council meeting.

F23 WEBSITE AND MEDIA ITEMS – (Item 22) -

- a. To suggest appropriate matters from this meeting to place on the website and before the media
None.

Website Accessibility - Members update- The Clerk reported that the Statement was a legal requirement which was already present on the website. Amendments were required to website and the Website provider had quoted £125 for required work to the Council website.

RESOLVED – Members agreed to the above Website Quotation works.

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ACTION – Clerk to deal.

F24 MINOR MATTERS AND AGENDA ITEMS FOR THE NEXT MEETING – (Item 23) - 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.

Councillor R Sweeting reported that he had not seen the draft Local Government Review letter sent to the Leaders of NYCC & SDC prior to sending.

The Clerk reiterated that draft letters had been circulated via email to members for approval on the 9 September prior to sending the letter on the 10 September.

Councillor Sweeting felt that the letter needed to be reconsidered by Council.

Councillor S Cobb reported that the final draft letter had supported Selby District Councils views and a time limit on a response required the letter to be sent following approval.

The Clerk reported that a Resolution had been agreed at the Council meeting on 18 August 2020 for authorisation for the Environment Committee at the meeting on 1 September 2020 to send the above letters.

RESOLVED – That the above Local Government Review correspondence be raised as an agenda item at the Council meeting on 29 September 2020.

ACTION – Clerk to deal

Councillor M Middlemiss left the meeting.

Councillor D Mackay felt that there would be no more that the Council could achieve until there was a release of the White Government Paper, of which there was no timescale.

Councillor R Sweeting left the meeting.

Councillor D Mackay declared an interest in Item 24 and left the meeting.

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.

F25 CEMETERY CHAPEL - Chapel Rent Review – Members discuss Chapel Rent for 2021/2022.

RESOLVED – That the rent remain the same for 2021/2022.

F26 CEMETERY MATTERS – Members to discuss a way forward for Item 6 g on the agenda.
this item was discussed at Minute F7