



## 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 20 OCTOBER 2020 AT 7 PM ONLINE AT ZOOM.US MEETING ID 98890113515

<b>PRESENT:</b>	<b>CHAIRMAN</b>	<b>D Bowgett</b>
	<b>COUNCILLORS</b>	<b>S Cobb, G Lodge, M Middlemiss &amp; R Sweeting.</b>
	<b>CLERK</b>	<b>J Crowther</b>
	<b>DEPUTY CLERK</b>	<b>J Mottershead</b>
	<b>ALSO PRESENT</b>	<b>None</b>

**F27 APOLOGIES – (Item 1)** - To receive, record and approve apologies for absence – J Chiswick, I Edmondson & C Stephenson.

**F28 DECLARATIONS OF INTEREST – (Item 2)** - To receive and record declarations of interest at this point or at any other point on the agenda – None.

**F29 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.

**F30 REIMPOSE STANDING ORDERS – (Item 4)** – N/A

**F31 CLERKS REPORT – (Item 5)** - Clerk to update members regarding any Finance & General Purposes matters not itemised on this agenda –

The Clerk reported that a leaking tap in the Cemetery had been repaired as an emergency and paid for retrospectively.

**RESOLVED – Members agreed to the above retrospective action.**

**F32 CEMETERY MATTERS – (Item 6) -**

**a. Memorial Applications** – Members consider and agreed the following memorial applications for the Cemetery: -

- **All j15**            **Headstone**
- **All g12**            **Headstone**
- **AVI h13**           **Headstone**
- **All j14**            **Headstone**
- **DII b6**            **Additional Inscription**
- **DIV n11**          **Headstone**

**b. Cemetery Sub Committee –**

- Members approved the minutes of the Cemetery Sub Committee on 10 February 2020 and 13 October 2020.

- Members update of Cemetery inspection on 13 October 2020.

Members had discussed an email received regarding the Cemetery Oak Tree.

The Clerk reported that a Tree Specialist had recommended to look into the possibility of a root barrier be placed at the side of the tree nearest to neighbouring properties, this would help the future preservation of the tree and ensure no further root growth.

Members were informed that the tree had substantial insurance value.

A quote of £150 for a test dig of the site had been sought.

**RESOLVED –**

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- Members agreed the above quote.
  - The findings of the dig be brought back to the next appropriate meeting.
- c. **Tree Maintenance Policy** – Members reviewed the Tree Maintenance Policy.

**RESOLVED –**

- Members agreed include the wording: -

**“The Council will consider work where: - Professional opinion commissioned by the Town Council advises that trees are causing subsidence”**

**ACTION – Clerk to deal**

d. **Cemetery Oak Tree** – Members discussed emails received regarding the Oak Tree.

Members felt that advice and options of ways forward following an inspection of the tree were required prior to any decision.

There had been no previous reports that the tree was in any way responsible for damage to any properties in the vicinity of the tree.

**RESOLVED: -**

- Clerk to reply to the above emails accordingly.
- Clerk to seek advice of maintenance to the above tree and seek quotations as necessary.

e. **Future use of Cemetery land** – Members considered the use of Cemetery land going forward.

The Clerk reported that maps of future pathways and plinths in AVI and pathways in AIV had been drawn up on the computer for use in future planning for use of the Cemetery.

There were 714 spaces and 7 paths in AIV and 100 Burial Plots in AVI.

R Sweeting had received a concern that there were not many spaces left in the Catholic section of the Cemetery.

G Lodge reported that Catholic grave spaces would require consecration.

**ACTION – G Lodge to contact the Catholic Church to see advice regarding Consecration of Cemetery land.**

R Sweeting reported that he had received a complaint that gateway to the Cemetery was a long walk for residents on the Stutton Road side of the Cemetery.

The Clerk reported that a gate way in the Dorchester Road Wall area had previously been rejected by the Council, owing to cost implications and the addition of a further thoroughfare in the Cemetery.

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

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

g. **Cemetery Rules & Regulations** – Members reviewed the Cemetery Rules & Regulations.

**RESOLVED – Members agreed the above Rules and Regulations.**

h. **Bench & Plaque Policy** – Members reviewed the Policy.

**RESOLVED – Members agreed the above Policy.**

i. **Cemetery Fees** – Members to discuss and agree Cemetery fees for 2021 2022

**RESOLVED – That following a majority vote the Cemetery Fees remain the same for 2021 2022.**

**ACTION – Clerk to deal.**

**F33 PLANNING – (Item 7)** - Members noted and commented as required on the following applications received from Selby District Council: -

**18/20 – Land between The Jackdaw & 50 Stutton Road - LS24 9HE** - Erection of a 3-bedroom detached dwelling with home office.

**RESOLVED – Members had no objection to the above application subject to neighbours comments.**

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**19/20 - John Smiths Brewery, High Street** - erection of new phase 2,3 and 4 single storey DPV (Dual Purpose Vessel) Block extensions supporting 10 No exposed vertical DPV installations and related access gantries over.

**RESOLVED – Members had no objection to the above application.**

**ACTION – Clerk to reply to SDC accordingly.**

**Granted Applications –**

**13/20 – 107a York Road** – Application for consent to crown thin by 10-15%, remove dead branches and crown reduction by 2-3 metres around streetlight on roadside to 1 No. Copper Beech tree covered by TPO 11/2005

**16/20 - 34 Hillcrest** – Single storey wrap around extension.

**F34 CORRESPONDENCE – (Item 8) - None**

**F35 REMEMBRANCE SUNDAY – (Item 9) - Members to discussed plans for 8 November 2020.**

The Clerk reported that following discussions with the new Curate of St Marys Church agreement had been made for a 4.00pm Church Service.

The Church and Tadcaster British Legion were to plan for the service and agree invitees.

D Bowgett agreed to video the Church Service, send to the Curate and place on the Councils Facebook page.

Members agreed for S Cobb to lay a wreath on behalf of the Town Council R Sweeting Selby District, D Mackay North Yorkshire County Council.

S Cobb agreed to lay a wreath at Glen Goodman Corner at some stage during the day.

**ACTION – Clerk to arrange for invites and letter to be sent as required.**

The Clerk reported that St Marys were to hold a Church Service at 7.30pm which could be accessed by the public via Zoom.

**F36 WAR MEMORIAL – (Item 10) -**

**a. War Memorial Inspection** – Members noted that G Lodge and I Edmondson were to carry out the annual inspection on 22 November 2020.

**b. War Memorial rededication 2021** – Members discussed plans for the rededication of Tadcaster War Memorial 2021.

G Lodge reported that the Council had agreed in principle in 2014 to a 100-year rededication of Tadcaster Memorial. He suggested that a ceremony be incorporated into the November 2021 Remembrance Sunday event at the War Memorial, using words and hymns from 1921.

Relevant stakeholders would be invited including the previous owner of the Memorial.

A small working Group of interested parties to include Tadcaster British Legion and the Churches could be a way forward.

He suggested 2 ceremonies one on July 2021 and one in November looking to incorporate the re-dedication into the Remembrance Day event.

**RESOLVED –**

• **That a 100-year rededication Ceremony be held in November 2021 and a Ceremony in July 2021.**

• **That a small Working Party be established to arrange to above events.**

**ACTION – Clerk to contact interested parties to establish a Working Group.**

**c. War Memorial Maintenance** – Members to discuss and agree any required maintenance to The War Memorial.

Members agreed to refer to the upcoming inspection report prior to agreeing any maintenance works.

**F37 BUSINESS AND EFFICIENCY GROUP – (Item 11) - Members update of a meeting held earlier in the evening.**

The meeting had discussed provisional budgets for the Environment and Finance & General Purposes Committees. Discussions had taken place regarding the Regeneration Fund.

## **Minutes of the Remote Finance & General Purposes Committee Meeting 20 October 2020**

### **F38 FINANCE – (Item 12) -**

**a. Financial Quarterly Report** – Members considered and approved the Financial Quarterly report to 30 September 2020.

**RESOLVED** – Members approved the above quarterly report.

**b. Covid 19 - Home Working Allowance** – Members discussed Home Working Allowance for office staff during Covid 19.

**RESOLVED** – Members agreed the above Home Working Allowance.

### **F39 GENERAL DATA PROTECTION REGULATIONS – (Item 13) - Data Information Audit** – Members update.

The Clerk reported that the updating of office files and shredding was ongoing.

### **F40 ELECTRICAL INSPECTION CONDITION REPORT – THE ARK AND CHAPEL BUILDINGS – (Item 14) -**

Members considered the report and discussed remedial works.

**RESOLVED** - Members agreed to discuss this item in the Confidential Session.

### **F41 WEBSITE AND MEDIA ITEMS – (Item 15) -** To suggest appropriate matters from this meeting to place on the website and before the media:- Remembrance Sunday information.

### **F42 MINOR MATTERS AND AGENDA ITEMS FOR THE NEXT MEETING – (Item 16) -** 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 24 November 2020 – None.

**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.**

### **F43 ARK PAPER TOWEL DISPENSERS** – Members considered a quote received for Paper Towel

Dispensers for the Ark kitchen and toilet.

**RESOLVED** – Members agreed the above quotation.

**ACTION** – Clerk to deal.

### **F44 QUOTATION – ELECTRICAL INSPECTION CONDITION REPORT – THE ARK AND CHAPEL BUILDINGS**

Members considered a quotation received for remedial electrical works.

**RESOLVED** – Members agreed to remedial works required following the above Inspection Report.

**ACTION** – Clerk to deal.