



Tadcaster Town Council

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Open Monday to Thursday 9.30am to 12.30pm

MINUTES OF FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON TUESDAY 8 JUNE 2021 AT 7 PM IN THE BOYS SUNDAY SCHOOL OFF KIRKGATE

PRESENT:	CHAIRMAN	D Bowgett
	COUNCILLORS	J Chiswick, S Cobb, D Mackay,
	CLERK	J Crowther
	DEPUTY CLERK	J Mottershead
	ALSO PRESENT	None

F1 APOLOGIES – (Item 1) - To receive, record and approve apologies for absence: - I Edmondson, G Lodge, M Middlemiss, C Stephenson, R Sweeting.

F2 DECLARATIONS OF INTEREST – (Item 2) - To receive and record declarations of interest at this point or at any other point on the agenda – None.

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 of the public are asked to submit any questions in advance of the meeting to the Clerk - None.

F4 REIMPOSE STANDING ORDERS – (Item 4) - None.

F5 CLERKS REPORT – (Item 5) - Clerk to update members regarding any matters not itemised on this agenda - None.

F6 CEMETERY MATTERS – (Item 6) -

6.1 - Memorial Applications – Members considered and agreed the following memorial applications for the Cemetery: -

- **AIV i4** **Additional Inscription**
- **AIV g7** **Plaque and kerbs**
- **AIV i25** **Plaque and Kerbs**
- **AVI c13** **Headstone and Kerbs**
- **BV a26/a27** **Renovate and make safe**
- **DV a11** **Renovate and make safe**
- **BV j10** **Renovate and make safe**
- **AIV J29** **Plaque and Kerbs**
- **AIV J30** **Plaque and kerbs**
- **AIV k1** **Plaque and kerbs**
- **AVI h8** **Additional Inscription**
- **AIV c22 and d22** **Plaque and kerbs**
- **All J11** **Headstone and kerbs**

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

RESOLVED – That following Government Guidelines unlimited numbers be allowed to attend Graveside Services subject to adhering to Social Distancing advice.

6.3 - Cemetery Valuation Agency Office – members update of available space in the Cemetery. The clerk informed members that the required information had been sent.

Minutes of the Finance & General Purposes Committee Meeting 8 June 2021

It was thought the information had been required due to a previous lack of knowledge prior to the Pandemic. The Cemetery had a 40 – 45-year capacity.

At present there were only 4–5 years capacity in the Catholic Section, however following investigation there were unused areas in AI and BI and that the unused areas be utilised and marked out using plinths as in the AVI section.

RESOLVED -

- **Members agreed for the above grave space land to be utilised and marked out as above.**

6.4 – Ashes Plots – Members discussed future sizing of Ashes Plots in Cemetery.

Problems had occurred due to the present maximum size for memorials lining up with paving slabs, where memorials had not been measured accurately this had over time had led to the impediment of neighbouring plots.

RESOLVED - That the size of memorials be reduced to 885mm x 585mm.

ACTION – Clerk to deal.

6.5 – Bulb Planting – Members discussed bulb planting in the Cemetery and Dorchester Stutton Road footpath.

Members discussed the use of the Welcome Back Fund for the purchase of the above bulbs.

RESOLVED – Members agreed to add the above bulbs to the Welcome Back Funds Wish List.

ACTION – Clerk to deal.

6.6 – Cemetery Inspection – Members discussed a date for a Cemetery Inspection.

ACTION – Members of the Cemetery Sub Committee to liaise regarding a date.

6.7 – Cemetery Rules and Regulations – Members to approve the Regulations.

Changes to the Regulations included an amendment to the multi-use of a grave.

RESOLVED – Members approved the above Rules and Regulations.

F7 PLANNING – (Item 7) - Members noted and commented as required on the following applications received from Selby District Council: -

a. Planning Applications

12/21 - 15 Wharfedale Crescent – Proposed Pitched roof single storey wrap around (side and rear) house extension and proposed pitched roof double storey rear extension following demolition of existing garage.

RESOLVED - Members felt that the plans were an overdevelopment of the site and up to the boundary, also this could set a precedent for properties in the immediate area.

ACTION – Clerk to reply to SDC accordingly.

b. North Yorkshire Council

Jackdaw Crag Quarry, Moor Lane, Stutton, Tadcaster, LS42 9BH -

Consultation on Application for the approval of details reserved by condition No's 3, 8, 11, 12, 13, 18, 19, 29 & 31 of Planning Permission Ref. No. C8/2009/1066/CPO which relates to details of schemes for the storage of materials, method of working, phasing of development and road and wheel cleaning facilities, a scheme which details the control of noise from HGV's and fixed plant, a noise management plan, a scheme to deal with the management of risk associated with contamination of controlled waters, a verification report, a monitoring scheme for the monitoring of groundwater levels, a scheme for the management of surface and foul waters, a pre-commencement badger survey and a scheme detailing the provision of on-site parking/waiting for HGV's on land.

RESOLVED – Members raised concerns as follows: -

- **The extra volume of HGV traffic in the area.**
- **Pollution associated to extra traffic.**
- **Dust caused vehicles and activity at the site.**
- **The noise associated with extra activity.**

ACTION – Clerk to reply to NYCC accordingly.

Minutes of the Finance & General Purposes Committee Meeting 8 June 2021

- F8 CORRESPONDENCE – (Item)** - for members noted and make comments as required: -
- a. North Yorkshire County Council Highways – Members update of changes to contractor.
- F9 FILMING ON TADCASTER TOWN COUNCIL OWNED LAND – (Item 9)** - Members update of TV filming of Tadcaster River and Riverbank areas.
D Bowgett had attended filming earlier in the day which had proved a success.
- F10 SUB COMMITTEE MEMBERSHIP** – Members to elect Councillors to serve on the following Sub Committees: -
- a. Cemetery Sub Committee –
RESOLVED – D Bowgett, J Chiswick, S Cobb, D Mackay, G Lodge to serve on the above committee.
 - b. Staffing Sub Committee
ACTION – Clerk to contact Councillors regarding membership.
- F11 CHAIRMANSHIP & VICE CHAIRMANSHIP OF SUB COMMITTEES – (Item 11)** - Members to elect Chairman and Vice Chairman to the following Sub Committees: -
- a. Cemetery Sub Committee –
RESOLVED – D Mackay – Chairman, D Bowgett – Vice Chairman.
 - b. Staffing Sub Committee –
RESOLVED – S Cobb – Chairman, M Middlemiss – Vice Chairman.
- F12 WORKING GROUP MEMBERSHIP – (Item 12)** - Members to elect members for the following Working Groups: -
- Editorial Board - Newsletter –**
RESOLVED – D Bowgett & S Cobb to serve on the Editorial Board.
Grant Aid – Members noted group membership of The Chairman and Chairmen and Vice Chairmen of Committees.
- F13 BUSINESS AND EFFICIENCY GROUP – (Item 13)** – Following a recommendation from the BEG Group Members reviewed the following policies: -
- a. Privacy Statements
 - b. Website Policy
 - c. Social Media Guidelines
 - d. Media Policy
- RESOLVED** – Members approved the above Policies.
- F14 TERMS OF REFERENCE – (Item 14)** - Members reviewed and agree the Terms of Reference for the following Committees: -
- a. Finance & General Purposes Committee
 - b. Cemetery Sub Committee
 - c. Staffing Sub Committee
- RESOLVED** – Members approved the above Terms of Reference.
- F15 COUNCILLORS LENGTH OF SERVICE AWARD – REVIEW – (Item 15)** - Members reviewed the criteria.
RESOLVED – Members approved the above criteria.
- F16 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 2021/2022
- F17 MERIT AWARD CRITERIA – (Item 17)** - Members reviewed and approve the criteria.
RESOLVED – Members approved the above Criteria.
- F18 GRANT AID** – Members to approve the Grant Aid Policy/ Terms and Conditions & Application Form.
RESOLVED - Members approved the above policy.
- F19 BUSINESS AND EFFICIENCY GROUP – (Item 19)** - Members to discuss and agree a meeting date.
RESOLVED – That a meeting be arranged for mid July 2021.

Minutes of the Finance & General Purposes Committee Meeting 8 June 2021

ACTION – Clerk to deal.

F20 REMEMBRANCE SUNDAY – (Item 20) -

a. Members update of plans for the 14 November 2021.

A meeting had been arranged for July 2021. Plans were ongoing.

b. Members considered a quotation received for an audio and visual link for the event to the Riley Smith Hall and the Boys Sunday School.

RESOLVED – That the Church Service have an audio and video link to the Boys Sunday School only and a revised quotation be sought.

c. Members to approve the Remembrance Sunday Risk Assessment.

RESOLVED – Members approved the above Risk Assessment.

F21 WAR MEMORIAL – (Item 21) - Members update of War Memorial maintenance.

An order had been sent for maintenance to the Memorial. Planters were to be replaced. The railings were to be painted black.

F22 GENERAL DATA PROTECTION REGULATION – Data Information Audit – (Item 22) - Member's update.

The Clerk reported work was ongoing to file Historical Cemetery records that could not be destroyed.

F23 CIL S106 – (Item 23) - Members update of the monies.

The Clerk reported that S106 monies had been agreed for Tadcaster Rural CIC - The Barn.

£2400 of S106 monies needed to be spent by August 2022. SDC to be contacted to ascertain if the above monies could be spent on new metal benches in the town. A local supplier had been contacted to ask for quotes for metal benches.

RESOLVED – Clerk to investigate if S106 monies could be used for new benches. If so, the above be recommended to Council on 22 June 2021

ACTION – Clerk to deal.

F24 COVID 19 – (Item 24) - Clerks update of the Councils functions during Covid 19 to date.

The Clerk reported that the office was working effectively from home and would continue until Government advice changed.

Members thanked the staff for their hard working during the Pandemic.

F25 FINANCE – (Item 25) -

a. Financial Year End Report – Members approved the financial year end report to 31.03.21.

b. Council Reserves – Members considered and agreed the Council Reserves.

c. Internal Audit of Accounts Report – Members noted the Internal Audit of Accounts Report for the financial year 2020/2021 received from Yorkshire Internal Audit Services.

d. Internal Control System – Members reviewed and agreed the system of internal control internal audit procedures and Terms of Reference for 2020/2021 was effective and to continue the process for 2021/2022.

e. Internal Control and Internal Audit Terms of Reference – Members reviewed and agreed the Terms of Reference for 2021/2022.

f. Internal Control System Auditor – Members to appoint a Councillor to carry out the Internal Control for 2021/2022.

RESOLVED – Members appointed Councillor D Bowgett to carry out the Internal Control Audit for 2021/2022.

F26 WEBSITE, NEWLETTER AND MEDIA ITEMS – (item 26) - To suggest appropriate matters from this meeting to place on the website, Facebook and before the media: - Filming of the River (River Hunters)

D Bowgett – Reported that barbeque debris was being left by the river.

ACTION – D Bowgett to put the above onto the Facebook Page.

Minutes of the Finance & General Purposes Committee Meeting 8 June 2021

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 agenda items only.

F27 ROSEMARY ROW – (Item 27) - Members update of incident on Tadcaster Town Council owned land at Rosemary Row.

The Clerk reported that a resident had tripped and fallen on TTC owned land.

The insurance company had been informed.

Repairs had been carried out by NYCC.

ACTION – D Bowgett, S Cobb and D Mackay to survey the above land.