



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 25 JANUARY 2022 AT 7 PM IN THE BOYS SUNDAY SCHOOL OFF KIRKGATE

PRESENT:

CHAIRMAN	D Bowgett
COUNCILLORS	S Cobb, D Mackay, R Sweeting.
CLERK	J Crowther
DEPUTY CLERK	J Mottershead
ALSO PRESENT	None

F104 APOLOGIES – (Item 1) - To receive, record and approve apologies for absence: -
J Chiswick, G Lodge, M Middlemiss, & C Stephenson.

F105 DECLARATIONS OF INTEREST – (Item 2) - To receive and record declarations of interest at this point or at any other point on the agenda – D Mackay for item 9b.

F106 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.

F107 REIMPOSE STANDING ORDERS – (item 4) – N/A

F108 CLERKS REPORT – (Item 5) - Clerk to update members regarding any environmental matters not itemised on this agenda.

The Clerk reported that the wearing of face coverings would be required until 27 January 2022.

F109 CEMETERY MATTERS – (Item 6) -

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

Grave section	Grave number	Request
AVI	c12	Headstone
AIV	i23	Plaque
AIV	i24	Plaque and Kerbs
AIV	j16	Plaque

b. Cemetery Sub Committee – Cemetery Inspection - Members to agree a date.

Members agreed 15 February 2022 for a Cemetery Inspection.

F110 PLANNING – (Item 7) - Members noted and commented as required on the following applications received from Selby District Council: -

a. Planning Applications -

37/21 - 8 Westfield Terrace – Single Storey rear extension to provide additional living accommodation.

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

38/21- 13 Marlborough Avenue demolition of existing conservatory and garage and construction of new single storey rear extension and detached garage.

RESOLVED - members had no objection to the above application.

39/21 - Little Land Lower Smaws – Wetherby Road – Placement of ex static caravan to provide office, washing and dining facility for established forestry business (Retrospective)

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RESOLVED – Members had no objection to the above application.

ACTION – Clerk to reply to SDC accordingly.

b. **Granted Application -**

32/21 - 32 Kelcbar Way – two storey side extension with removal of existing garage.

F111 CORRESPONDENCE – members noted and made comments as required: -

a. **Selby District Council - Taxi Licensing Policy Consultation 10 January – 21 February 2022.**

Members to consider and agree a reply.

b. **YLCA – Councillor Consent Form – Members to note and consider.**

RESOLVED - Members agreed for the Clerk to receive YLCA information and circulate as necessary.

c. **NALC – Ofcom Review of Postal Regulation Consultation – members to consider and agree a response to the Consultation ending 17 February 2022.**

Members noted the above.

d. **YLCA – White Rose Weekly Bulletin – 7 & 14 January 2022.**

e. **YLCA – Law and Governance Bulletin – 23 December 2022.**

F112 GRANT AID – (Item 9) - Grant Aid Applications 2021/2022 –

a. **To discuss and agree Grant Aid Application 2021/2022.**

Members discussed an application received for £1000 from Citizens Advice Mid North Yorkshire.

RESOLVED – Following a unanimous vote, members agreed the above Grant Aid payment.

ACTION – Clerk to deal.

b. **To discuss and agree the payment of a section 137 Grant of £500 for the Tadcaster Treat.**

D Mackay and R Sweeting declared an interest in this item.

RESOLVED – Due to Councillor absences it was agreed to move the item to Council meeting 8 February 2022.

F113 COUNCILLOR SURGERIES – (Item 10) - Members discussed and considered Councillor Surgeries for members of the public.

D Bowgett reported that following Covid 19 the Council would require looking at ways it could be visible to the public.

R Sweeting felt that members of the public had a chance to attend Council meetings and talk under Public Session. However, Day Time Surgeries would be a way forward and give members of the public a chance to speak privately to Councillors, and Office Staff would be on hand if required.

The Clerk reported that Surgeries were a suggestion and would give members of the public, unable to attend meetings, and reluctant to raise matters at meetings a chance to talk.

The Ark had been closed owing to Covid 19, Councillor Surgeries attended by Two Councillors and two members of Staff, if required, would ensure accessibility for the public and ensure safety for Staff.

Surgeries would be a way forward following Covid 19 for the following reasons: -

- The office had more efficient when closed to the public whilst still being available by email telephone the website and appointments.
- Staff had felt safer.
- Maintaining two members of staff at any one time if the office was reopened pre Covid 19 hours would sometimes be untenable, it was felt that consistency in opening hours was important.
- Surgeries once a month/quarter would provide Council visibility for the public, give Councillors a chance to listen to any public concerns.

RESOLVED – That the above Councillor Surgeries be discussed at the Council meeting 8 February 2022.

F114 CLERKS RESILIENCE – (Item 11) - Members discussed and considered a Resilience Plan for Council.

The Clerk reported that resilience of the Clerks duties and Council functions would be advisable should the Clerk be absent. Security of office equipment would be vital.

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Members were concerned regarding Councillors being permitted access to passwords and security and agreed to take the matter no further.

F115 THE ARK - ELECTRICAL WORKS – (Item 12) - Members update of electrical work required in the Ark.

The Clerk reported that an electrical fault had cut out heaters in the Ark office. Following an assessment by an electrician it was reported that extensive work/rewiring may be required to all wiring and copper cabling in the building.

Planning would be required for any major rewiring works.

ACTION – Clerk to arrange an Electrical Installation Report for the Ark and any remedial work necessary.

F116 REMEMBRANCE SUNDAY – (Item 13) - Members noted the date 13 November 2022.

F117 GENERAL DATA PROTECTION REGULATION – (Item 14) - Data Information Audit – Member's update.

The Clerk reported that the above was ongoing.

F118 FINANCE – Online Banking – (Item 15) - Members discussed and agreed a way forward for Council Online Banking.

D Bowgett reported that the above was ongoing.

F119 WEBSITE, NEWLETTER AND MEDIA ITEMS – (Item 16) - To suggest appropriate matters from this meeting to place on the website, Facebook and before the media: - Grant Aid, Platinum Jubilee Upgrade of Westfield Allotments and Viaduct Walk.

Members were informed that the newsletter would be delivered mid May 2022 following Purdah.

F120 MINOR MATTERS AND AGENDA ITEMS FOR THE NEXT MEETING – (Item 17) - 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** 15 February 2022.

D Mackay reported he had received several positive comments following the upgrade of Westfield Allotments.

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.