



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 5 JULY 2022 AT 7.00PM IN THE BOYS SUNDAY SCHOOL OFF KIRKGATE

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

F1 APOLOGIES – (Item 1) - To receive, record and approve apologies for absence – P Grasby.

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.

F4 REIMPOSE STANDING ORDERS (Item 4) - None

F5 CLERKS REPORT – (Item 5) - Clerk to update members regarding any Finance & General Purposes Committee matters not itemised on this agenda –

- The Assistant Administration Assistants last day of employment was 18 July 2022.

Councillor R Sweeting joined the meeting.

F6 CEMETERY MATTERS – (Item 6) -

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

Grave section	Grave number	Request
AVI	d2	Headstone
AIV	i22	Plaque and Kerbs
AIV	K3	Plaque and Kerbs
AVI	f14	Headstone
AVI	c8	Additional Inscription
AVI	c4	Additional Inscription
AVI	j21	New Headstone
AVI	h19	Additional Inscription
BVII	c26	Additional Inscription
AVI	d13	Headstone
AIII	K26	Headstone
AVI	d12	Headstone
AIV	K8	Plaque
AVI	c14	Headstone
AVI	a14	Headstone
AII	f20	Additional Inscription
AIV	k51	Headstone
AIV	e18	Headstone

b. Cemetery Rules and Regulations – Members approved changes to the Regulations.

c. Cemetery Refund – Members discussed and considered the refund for Ashes Plot.

RESOLVED – Members agreed to the repayment, less expenses of the above plot.

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ACTION – Clerk to arrange the signing of a Deed of Surrender.

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

a. Planning Applications –

8/22 – 16 Edgerton Drive – TPO – Application for consent to crown lift by 2.6m on the lowest branches of No1 Walnut Tree covered by TPO 9/22.

RESOLVED – members had no objection to the above application.

ACTION – Clerk to reply to SDC accordingly.

b. Granted

1/22 - 19 Westfield Crescent – Erection of single storey rear extension and an enclosed porch to the front door.

42/21 - 16 Manor Road – Raised Roof loft conversion and ground floor side extension.

c. Refused Applications –

7/22 - Library Station Road Tadcaster – Replacement of the existing window with PVC.

F8 CORRESPONDENCE – (Item 8) - for members to note and make comments as required: -

a. YLCA – White Rose Weekly Bulletin – 17 & 24 June 2022

b. Civility & Respect – Newsletter - June 2022

c. NALC – Members to consider and note the 2021 – 2022 National Salary Award.

F9 SUB COMMITTEE MEMBERSHIP – (Item 9) - Members to elect Councillors to serve on the following Sub Committees: -

a. Cemetery Sub Committee.

RESOLVED – Councillors D Bowgett, J Chiswick, S Cobb, D Mackay & R Sweeting to serve on the above committee.

b. Staffing Sub Committee

RESOLVED – See F11

F10 CHAIRMANSHIP & VICE CHAIRMANSHIP OF SUB COMMITTEES – (Item 10) - Members to elect Chairman and Vice Chairman to the following Sub Committees: -

a. Cemetery Sub Committee

b. Staffing Sub Committee

RESOLVED – See F11

F11 WORKING GROUP MEMBERSHIP – (Item 11) - Members to elect members for the following Working Groups:

a. Editorial Board - Newsletter

RESOLVED – Councillors D Bowgett and S Cobb to serve on the above board.

b. Grant Aid – Members to note group membership of The Chairman and Chairmen and Vice Chairmen of Committees.

R Sweeting reported that Selby District Council did not elect the Chairman and Vice Chairman of Council to be Chair or Vice Chair of Committees and proposed that items 9b,10 &11b be deferred to the Council meeting on 16 August 2022.

RESOLVED – Item 9b, 10 & 11b be deferred to Council meeting on 16 August 2022.

ACTION – Clerk to deal

F12 COUNCIL POLICIES – (Item12) - Members reviewed and agreed the following Policies as recommended by BEG Group: -

a. Privacy Statements

b. Website Policy

c. Social Media Guidelines

d. Media Policy

RESOLVED – Members approved the above Polices

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- F13 TERMS OF REFERENCE – (Item 13)** - Members reviewed and agreed the Terms of Reference for the following Committees as recommended by the BEG Group: -
- a. Finance & General Purposes Committee
 - b. Cemetery Sub Committee
 - c. Staffing Sub Committee
- RESOLVED - Members approved the above Terms of Reference**
- F14 RISK ASSESSMENTS & CRITERIA – (Item 14)** - Members reviewed and agreed the following as recommended by the BEG Group: -
- a. Merit Award Criteria
 - b. Remembrance Sunday Risk Assessment
 - c. Civic Service Risk Assessment
 - d. Boys Sunday School Risk Assessment
 - e. Cemetery & Cemetery Chapel Risk Assessment
 - f. The Ark Risk Assessment
- RESOLVED – Members approved the above Risk Assessments & Criteria**
- F15 FACEBOOK REVIEW – (Item 15)** -
- a. Members reviewed and approved the Council Facebook page as recommended by the BEG Group.
- RESOLVED – Members approved the continuation of the above Council Facebook page.**
- b. To agree Councillors to oversee the Councils Facebook Page.
- RESOLVED – Councillors D Bowgett and C Stephenson to oversee the Council Facebook page for 2022/2023**
- F16 GRANT AID – (Item 16)** - Members approved the Grant Aid Policy/ Terms and Conditions & Application Forms as recommended by the BEG Group: -
- RESOLVED – Members approved the above Policy.**
- F17 BUSINESS AND EFFICIENCY GROUP – (Item 17)** - Members to discuss and agree a meeting date.
- ACTION - Clerk to arrange the above meeting.**
- F18 STAFFING – ADMINISTRATION ASSISTANT – (Item 18)** - Members to discuss and agree Administration Assistant Application forms and processes.
- RESOLVED – That a meeting of the Staffing Committee be arranged following election of members at the Council meeting on 16 August 2022.**
- ACTION – Clerk to deal**
- F19 ARK ELECTRICS – (Item 19)** - Members discussed and agreed Insulation Resistance Testing Values to be monitored on a 6-month basis.
- RESOLVED – That monitoring of the above be carried out on a 6 monthly basis.**
- ACTION – Clerk to deal**
- F20 NORTH YORKSHIRE FIRE & RESCUE – THE ARK RISK ASSESSMENT – (Item 20)** - Members to note the Regulatory Reform (Fire Safety) Order 2005 Goodwill Advice for Minor Areas of Non-Compliance.
- Members noted the above and agreed to act on two points raised in the report.
- F21 NORTH YORKSHIRE UNITARY COUNCIL – (Item 21)** - Update of Briefings for Parish and Town Councils.
- D Bowgett reported that concerns had been raised regarding local responsibility, and how this would not feasibly be integrated before March 2023. There were 300- 400 parishes to be considered which would take many years.
- 6 Pilot towns were to be trialled.
- Members noted the next meeting in September 2022.
- F22 VIADUCT WALK – METHANE GAS – (Item 22)** - Members update of Methane Gas on Viaduct Walk and to consider and agree a request for drilling a second Bore Hole.

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RESOLVED – Members agreed to the drilling of the above bore hole.

ACTION – Clerk to deal

F23 ONLINE BANKING – (Item 23) - Members update of Council Online Banking.

D Bowgett reported that progress was ongoing and there would be an update at the Council meeting on 19 July 2022.

F24 FLOOD PUMP INSURANCE – (Item 24) - Members to discuss and agree the payment of Flood Pump Insurance.

The Deputy Clerk reported that following requests made to Tadcaster Flood Action Group regarding the half payment of the insurance, a reply had not been received.

ACTION – Clerk to contact T FAG

F25 GENERAL DATA PROTECTION REGULATION – Data Information Audit – (Item 25) - Member's update.

The Deputy Clerk reported that shedding of unrequired office papers was ongoing.

F26 NEWSLETTER – (Item 26) -

a. Members discussed and agreed the next edition of the newsletter.

The Deputy Clerk reported that due to staffing the next edition of the Newsletter would be challenging and suggested that the next/Christmas edition be reduced to Christmas Activities in the town on an A4 flyer.

R Sweeting reported that had received criticism that members of the public were unaware of Council elected members.

The Deputy Clerk reported that details of all Tadcaster Councillors were published in every edition of the newsletter, except the last edition owing to Council Elections Purdah.

RESOLVED - That the next edition of the newsletter be an A4 Tadcaster Christmas Activities edition, to include Tadcaster Councillor details.

ACTION – Clerk to deal

b. Newsletter Policy – Members to discuss and agree a Newsletter Policy.

F27 WEBSITE, NEWLETTER AND MEDIA ITEMS – (Item 27) - To suggest appropriate matters from this meeting to place on the website, Facebook and before the media – None.

F28 MINOR MATTERS AND AGENDA ITEMS FOR THE NEXT MEETING – (Item 28) - 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 8 November 2022 - 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 agenda items only.

F29 CEMETERY TREES – (Item 29) -

a. Members to discuss and agree a way forward for Cemetery Trees.

Members agreed that a professional Preliminary Review of information received by the Council was the way forward.

b. Quotation – Members to consider a quotation received for Preliminary Review of information received regarding trees in the Cemetery.

RESOLVED – Members agreed to the above Preliminary Review of information received by the Council and the above quotation.

F30 CEMETERY QUOTATION – (Item 30) - Cemetery paths – members considered and agree quotations received to tarmac paths in the Cemetery.

Members considered all areas proposed by the Cemetery Committee.

R Sweeting felt that all areas needed to be considered as the Council had Funding Reserves.

RESOLVED – That the item be discussed at the Council meeting on 19 July 2022.

ACTION – Clerk to deal

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F31 QUOTATION WAR MEMORIAL – (Item 31) - Members considered and agreed a quotation received for War Memorial Maintenance.

RESOLVED – Members agreed the above Quotation

ACTION – Clerk to deal