



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 4 JULY 2023 AT 7.00PM IN THE ARK

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

F1 APOLOGIES – (Item 1) - To receive, record and approve apologies for absence – K Poskitt, R Sweeting & C Stephenson

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 – None.

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

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

- The Clerk reported that a contractor had missed sending an invoice for payment on 28 June 2023. Members were asked for approval for signing a cheque at the meeting to be retrospectively approved at the Council meeting on 18 July 2023.

RESOLVED – Members agreed for the above cheque to be signed.

ACTION – Clerk to deal.

- The Council had received information regarding the reopening of Tadcaster Police Station Front Counter from Monday to Friday 9.00am – 12.30pm.
- The next Community Drop in date was 2 August 2023 at The Barn 6.00pm – 7.30pm.

F6 CEMETERY MATTERS – (Item 6) -

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

Grave section	Grave number	Request
All	J5	Add inscription
AVI	F15	Headstone and Kerbs
AVI	D5	Additional Inscription
AVI	B13	Replacement Headstone and kerbs
AIII	C17	Headstone
AIII	A15	Renovation
All	K15	Headstone and Kerbs
AVI	B14	Headstone and kerbs
AVI	D3	Add inscription
AIV	J47	Add inscription
AIV	H50	Add inscription

b. Cemetery Inspection –

- Members noted Cemetery Inspection Report 14 April 2023.
- Members update of Cemetery Inspection 14 April 2023.

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The Clerk reported that a Contractor had repaired the main gate and Cemetery tap free of charge. Quotes for repairs to the boundary wall were to be sought. The work would be completed on a priority basis, worst sections to be repaired initially followed by further inspections going forward.

ACTION – Clerk to deal.

c. Cemetery Rules and Regulations – Members approved the Regulations.

d. Cemetery Trees – Update of Tree Maintenance in the Cemetery.

The Clerk reported that Planning Permission had been received for routine maintenance to remove deadwood and crown lift Lime Trees and Sycamore Trees at the Cemetery. Works were to commence late August early September 2023.

e. Cemetery Wildflowers – Members to note Wildflowers in the Cemetery.

The Clerk reported that Wildflowers planted 2 years previously were in full bloom. Grass was to be cut around the section. Future maintenance was to be investigated.

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

a. Planning Applications – None

b. North Yorkshire Council –

Centre Lane Tadcaster – Proposal to make an order under the Traffic Regulation Act 1984 – for waiting times with exemptions. Northeast junction with A659 – Southeast for 237m to the junction of New Street.

RESOLVED – Members had no objection to the above application.

ACTION – Clerk to reply accordingly.

c. Granted

TTC 3 - John Smiths Brewery – High Street – Erection of CO2 recovery building and installation of 2 No CO2 storage tanks adjacent to the building.

F8 CORRESPONDENCE – (Item 8) - members noted and make commented as required: - None.

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

a. Cemetery Sub Committee.

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

b. Staffing Sub Committee

RESOLVED – Councillors D Bowgett, S Cobb F Grieg, K Poskitt, D Mackay, M Middlemiss

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

a. Cemetery Sub Committee

RESOLVED –

- Following a unanimous vote members elected D Mackay for Cemetery Sub Committee Chairman 2023/2024.

- Following a unanimous vote members elected J Chiswick for Cemetery Sub Committee Vice Chairman.

b. Staffing Sub Committee –

RESOLVED

- Following a unanimous vote members elected S Cobb for Staffing Committee Chairman.

- Following a unanimous vote members elected M Middlemiss for Staffing Committee Vice Chairman.

F11 WORKING GROUP MEMBERSHIP – (Item 11) - Members elected members for the following Working Groups: - **Editorial Board – Newsletter.**

RESOLVED – S Cobb, C Stephenson & K Poskitt.

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F12 COUNCIL POLICIES – (Item 12) -

a. Members reviewed and agreed the following Policies as recommended by Council on 20 June 2023:

- i. Standing Orders
- ii Code of Conduct.

F Greig felt that a change of wording was required in the Code of Conduct relating the Councillors conduct when acting on behalf of the Council & the requirement for existing and new Councillors to have read the Code of Conduct. She felt Councillors behaviour at meetings was paramount.

The Clerk reported that Councillors had recently been required to sign to confirm that the Code of Conduct had been read.

Members agreed that training of new Councillors was vital and would help members understanding of the role of the Council Office.

RESOLVED –

- **That the Councils Code of Conduct and Councillor Training be raised at the Annual Council meeting as an agenda item going forward.**

ACTION – Clerk to deal.

Members were reminded that online Civility and Respect training was available to all Councillors and as previously agreed by Council the cost of courses would be reimbursed.

iii Complaints Procedure

D Bowgett reported that changes from SDC to NYC was required on the above policies.

RESOLVED - Changes to the above policies be approved at the Council meeting on 18 July 2023.

b. Members reviewed and agreed the following Policies as recommended by BEG Group: -

- i. Privacy Statements
- ii Website Policy
- iii Social Media Guidelines
- iv Media Policy
- v Recording at Meetings
- vi Electronic Payment Policy
- vii The Ark Fire Policy (Staff only)

F13 TERMS OF REFERENCE – (Item 13) -

a. Members reviewed and agreed the Terms of Reference for the following Committees as recommended by Council on 20 June 2023: -

- i. Council Terms of Reference

RESOLVED – That the Council Terms of Reference be approved at the Council meeting 18 July 2023.

b. Members reviewed and agreed the Terms of Reference for the following Committees as recommended by the Beg Group: -

- i. Finance & General Purposes Committee
- ii. Cemetery Sub Committee
- iii Staffing Sub Committee

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
- g. The Ark Fire Risk Assessment
- h. Beacon Lighting Risk Assessment

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i. Length of Service Criteria

F15. FACEBOOK REVIEW – (Item 15) -

a. Members reviewed and approved the Council Facebook page.

b. Members to agree Councillors to administer the Councils Facebook Page.

RESOLVED – Members agreed for D Bowgett and C Stephenson to administer the Councils Facebook Page 2023/2024.

F16. COMPUTER & COMPUTER SUPPORT – (Item 16) - Members update.

The Clerk reported that office computers had been replaced and the larger monitors installed.

Members noted and agreed Computer IT Support renewal 2023/2024.

F17. BUSINESS AND EFFICIENCY GROUP – (Item 17) - Members discussed a budget meeting date.

ACTION – Clerk to contact BEG members to arrange the above meeting.

F18. STAFFING VACANCY – (Item 18) - Members update.

The Clerk reported that the advertisement of the Administration Assistant role had been extended to 30 September 2023.

ACTION – D Bowgett to put the above vacancy on the Councils Facebook page.

F19. REMEMBRANCE SUNDAY – (Item 19) - Members update of Remembrance Sunday 12 November 2023.

The Clerk reported that plans were on course and would be similar to 2022.

She was coordinating with R Sweeting as a warden for St Marys Church and associated to The Riley Smith Hall.

RAF Cadets from Church Fenton had shown an interest in attending the event.

F20. CIVIC SERVICE – (Item 20) - Members discussed and considered a Civic Service 2023/2024.

D Bowgett reported that he was to contact Tadcaster Methodist Church regarding plans for a Civic Service in March / April 2024.

F21. D – DAY 80 ANNIVERSARY – (Item 21) - Members discussed and considered a D Day 80 Beacon Lighting Event 9.15pm on 6 June 2024.

RESOLVED – Members agreed the above Beacon Lighting event.

D Bowgett, S Cobb, J Chiswick, F Greig & D Mackay volunteered to help at the above event.

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

The Clerk reported that shredding of historical documents and locking away historical Cemetery Records was ongoing.

F23. NEWSLETTER – (Item 23) -

a. Members discussed the next edition of the newsletter.

Members agreed for the publication of an A4 Christmas Winter edition of the Newsletter.

b. Newsletter Policy – Members discussed a Newsletter Criteria.

ACTION – Deputy Clerk to revise the Newsletter Policy and bring back to the next appropriate meeting.

F24. WEBSITE, NEWLETTER AND MEDIA ITEMS – (Item 24) - To suggest appropriate matters from this meeting to place on the website, Facebook and before the media – D Day Beacon Lighting Event Civic Service as required. The Administration Assistant on the Councils Facebook page.

F25. MINOR MATTERS AND AGENDA ITEMS FOR THE NEXT MEETING – (Item 25) - 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 7 November 2023 - 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.

F26. CEMETERY TREES – (Item 26) - Members update of Cemetery Trees.

The Clerk reported that relevant information had been sent to the Insurance Company.

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A solution would be required for both parties.

The Council was waiting for the Insurance Company to respond.

F27 QUOTATION – Sandbags - Cemetery Store – (Item 27) - Members to discuss and consider a quotation for removal of sandbags at the Cemetery.

The Clerk reported that sandbags in the cemetery were unusable and in a poor state of repair.

RESOLVED – That the above quotation for removal be accepted.

ACTION – Clerk to deal.