



## 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 MARCH 2024 AT 7.00PM IN THE ARK

<b>PRESENT:</b>	<b>CHAIRMAN</b>	<b>D Bowgett</b>
	<b>COUNCILLORS</b>	<b>G Butcher, S Cobb, F Greig, G Lodge, D Mackay, K Poskitt, &amp; R Sweeting</b>
	<b>CLERK</b>	<b>In attendance</b>
	<b>DEPUTY CLERK</b>	<b>In attendance</b>
	<b>ALSO PRESENT</b>	<b>P Tunney</b>

**F57 APOLOGIES – (Item 1)** - To receive, record and approve apologies for absence – J Chiswick & C Stephenson.

Members welcomed G Butcher to the meeting.

**F58 DECLARATIONS OF INTEREST – (Item 2)** - To receive and record declarations of interest at this point or at any other point on the agenda None.

**F59 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.

**F60 REIMPOSE STANDING ORDERS – (Item 4)** – N/A

**F61 CLERKS REPORT – (Item 5)** - Clerk to update members regarding any Finance & General Purposes matters not itemised on this agenda – None.

**F62 CEMETERY MATTERS – (Item 6)** -

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

<b>AIV</b>	<b>A18</b>	<b>Plaque</b>
<b>AIV</b>	<b>K47</b>	<b>Plaque and kerbs</b>
<b>AIV</b>	<b>K10</b>	<b>Plaque, kerbs and vase</b>
<b>AIV</b>	<b>J9</b>	<b>Add inscription</b>
<b>AIV</b>	<b>K15</b>	<b>Add inscription</b>
<b>AIV</b>	<b>J45</b>	<b>Plaque and kerbs</b>
<b>AIV</b>	<b>G44</b>	<b>Plaque and kerbs</b>
<b>AIV</b>	<b>K11</b>	<b>Plaque and kerbs</b>
<b>AVI</b>	<b>C10</b>	<b>Add inscription</b>
<b>AIV</b>	<b>E8</b>	<b>Add inscription</b>
<b>CV</b>	<b>A56</b>	<b>Headstone &amp; Kerbs</b>

**b.** Members approved as a correct record the minutes of the Cemetery Sub Committee meeting on 30 November 2023.

**c.** Members noted the Cemetery Sub Committee meeting 13 March 2024 10.30am at The Ark.

**F63 PLANNING – (Item 8)** - Members noted comment as required on the following applications received from North Yorkshire Council: - None

**F64 CORRESPONDENCE – (Item 9)** - members noted and commented as required: -

**a. North Yorkshire Police & Crime Commissioner** – Notice of “Have Your Say” Consultation on North Yorkshire’s all-age draft substance use strategy launched 2 February 2024 ending 30 April 2024.

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**b. Cabinet Office** - Parish Council Domains Helper Service – General questions about .gov.uk domains

**c. North Yorkshire Council** – Lets Talk Food Campaign – Live until 1 April 2024.

**d. NALC** – Briefing on Councillor emails – The importance of using official email addresses.

**F65 PERSISTANT OR VEXATIOUS COMPLAINTS POLICY – (Item 10)** - Members discussed and agreed a way forward for a Council Persistent or Vexatious Complaints Policy.

D Bowgett reported that subject to unjust, disturbing emails and letters received by the Council and discussed at the Council meeting on 20 February 2024 and Staffing Committee held earlier in the evening, members agreed that a Council Persistent or Vexatious Policy was required.

Information regarding the above Policy had been circulated to members.

Councillors D Bowgett, F Greig & K Poskitt had been actioned by the Staffing Committee to compile a Policy and report back to the Council meeting on 16 April 2024.

**F66 GRANT AID – (Item 11)-**

**a. YLCA – Law & Governance & NALC - Prohibition on funding to churches lifted** – Power to fund works to property relating to affairs of the church or held for an ecclesiastical charity “What will parish Councils need to consider when receiving funding requests.”

Members were informed that Grant Aid had previously been unable to grant funding to Churches or Ecclesiastical Charities this prohibition had now been lifted.

Members discussed and considered changes to the Councils Grant Aid Policy.

**ACTION – Clerk to make necessary changes to the Grant Aid Policy and bring back to the next appropriate meeting.**

**b. Local Council General Powers – Section 137** – Members noted the Councils General Powers effective from 26 December 2023.

**F67 FINANCE – Banking - Public Sector Deposit Fund – (Item 12)** - Balances and Reserves. – members discussed and considered options for the Councils Balances and Reserves.

**ACTION – Clerk to forward the above account information to members for their consideration.**

D Bowgett felt the Council was required to take precaution.

**RESOLVED - Members agreed to consider the above information and take to the Council meeting on 16 April 2024 for Council consideration.**

**F68 STAFFING SUB COMMITTEE – (Item 13) -**

**a. YLCA – Law & Governance –**

i. Members noted and discussed the YLCA - Appointment of a Staffing Committee (by all Local Councils) information.

The Clerk reported that this was to be discussed at the Staffing Committee meeting on 16 April 2024.

ii. New Model Contracts of Employment – Members noted and discussed.

The Clerk reported that the above was for new employees.

**b. Personnel Advice & Solutions – Council News** - Forthcoming Legislation Changes from 1 April 2024 – Members to note and discuss.

K Poskitt reported that the above included information on forthcoming Employment Legislation regarding employee start and finish times and the right to request home working, she felt these were positive changes.

The Clerk reported that following aggressive behaviour experienced in the office there was no lone working and the positioning of a counter screen for staff protection. On the occasions that the Office was unmanned, or the office was closed due to one member of staff on duty then a notice of contact details during working hours was displayed in the Ark window.

Following the Covid Pandemic working from home was an option.

D Bowgett felt that members should note the above legislation.

**F69 THE ARK HEALTH AND SAFETY – YLCA - Fire Safety Legislation Changes – (Item 14)** - Members to consider and discuss the changes.

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Over the last few years Fire Regulations had changed greatly. The Council had an existing Fire Regulation Policy that required updating. A company dealing with Health and Safety and Fire Safety matters could fulfil the role had been sought and information provided.

R Sweeting felt that as a professional body the Council should employ a professional body to cover the Councils Health and Safety and Fire Safety matters.

**RESOLVED – following a unanimous vote members agreed to take a recommendation to Full Council for consideration.**

**ACTION – Clerk to deal.**

**F70 CEMETERY TREES – (Item 15) -** Members update of trees in the Cemetery – Members agreed to discuss this item in the Confidential Session of the meeting.

**F71 D-DAY 80 – 6 JUNE 2024 – (Item 16) -**

a. Members to discuss and agree Beacon Lighting plans for 6 June 2024.

R Sweeting suggested that D Mackay lit the Beacon at the event as he was born on D Day.

Members agreed for D Mackay to light the Beacon at the 6 June 2024 Beacon Lighting Event.

D Bowgett reported that the Council had a Beacon Lighting Event Template in place, which included a Piper, refreshments, and relevant donation collections.

Members agreed for a contractor to set up the event.

R Sweeting suggested that the Civic Service budget be moved to a D Day heading. He felt that Civic Services were not held as often in the current financial climate and the use of funding for D Day 80 was more appropriate.

P Tunney suggested that both events be held on the same day.

Members felt that to hold both events on D Day was inappropriate and would take away the importance of D Day.

**RESOLVED – Following a majority vote members agreed to move the Civic Service budget 2023/24 and 2024/25 to a D Day fund.**

D Bowgett reported that funding would be raised at the event and donated to a relevant cause.

The Clerk reported that the YLCA had sent guidance regarding the purchase and displaying of Flags of Peace by Councils during the D Day period.

Members considered appropriate locations for the above flag.

**RESOLVED – Members agreed: -**

- **To fly the D Day Flag of Peace at St Mary`s Church flagpole.**
- **To investigate the possibilities of purchasing flags for the Community Tree location and a suitable location in the East of the town.**

Members considered a lead Councillor for the above event.

**RESOLVED – R Sweeting to be Lead Councillor for the D Day Event.**

b. Members approved the Beacon Lighting Risk Assessment.

c. Members approved the Beacon Lighting Policy.

**F 72 REMEMBRANCE SUNDAY – (Item 17) -**

a. Members update of plans for 10 November 2024 Remembrance Sunday event.

The Clerk reported that the relaying of the service in The Riley Smith Hall had been successful and the hall was very busy.

F Grieg thanked R Sweeting and the Clerk for their part in ensuring a successful event.

D Bowgett thanked K Poskitt for the donation of £500 from her NYC Community Fund towards the event.

b. Members to discuss future use of the Community Tree at junction of Wetherby Road and Station Road. As quotations had been sought for this item members agreed to move it to the Confidential Session.

**F73 CIVIC SERVICE – (Item 18) -** Members to discuss and consider a Civic Service 2023/2024 – This item was discussed at Minute F71.

## **Minutes of the Finance & General Purposes Committee Meeting 5 March 2024**

**F74 FINANCE - Financial Quarterly Report – (Item 19)** - Members considered and approved the Financial Quarterly report to 31 December 2023. Members thanked the Clerk for the report.

**F75 GENERAL DATA PROTECTION REGULATION – Data Information Audit – (Item 20)** - Member's update.

The Clerk reported that ongoing GDPR action had been taken.

**F76 WEBSITE, NEWLETTER AND MEDIA ITEMS – (Item 21)** - To suggest appropriate matters from this meeting to place in the Newsletter on the website, Facebook and before the media – None.

**F77 MINOR MATTERS AND AGENDA ITEMS FOR THE NEXT MEETING – (Item 22)** - 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** 2 July 2024 – 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.**

**F78 CEMETERY TREES – (Item 23)** - Members update of trees in the Cemetery.

G Lodge reported that he had read and made comments on documentation sent by the Clerk regarding Cemetery Trees.

The Clerk reported that there were options and explained them to members.

The Councils insurance company, tree experts and the Tree Consultant had differing views regarding a way forward.

The Clerk read out quotations for the options.

**RESOLVED –**

- **That the Oak Tree be reduced by 50% and the Lime Tree by 2 3rds.**
- **Following a majority vote members agreed the quotation for the above action.**

**ACTION – Clerk to deal.**

The Clerk reported that Road Management, included in the quote would be required for the above action.

G Lodge reported that future Cemetery Fees would need to be considered in due course owing to tree maintenance costs.

**F79 QUOTATION - RISK MANAGEMENT SERVICE PROPOSITION – (Item 24)** - Members discussed and considered a Health and Safety, Risk Management Service Proposition Quotation.

Members agreed at Minute F69 to take the recommendation of the above to Full Council.

**RESOLVED –**

- **Members to recommended to Full Council, the above quotation and for the funds to be taken from the Councils Reserves.**

**Action – Clerk to deal.**

**F80 QUOTATION – COMMUNITY TREE – (Item 25)** - Members to consider and discuss quotation received for Remembrance Poppies for the Community Tree on the junction of Station Road and Wetherby Road.

The Clerk had investigated the possibilities of the Community Tree being used for Remembrance Day purposes prior to Christmas Illuminations.

Tree costs had been match funded to the sum of £500 by K Poskitt from her NYC Community Fund. Members considered displaying poppies on the hangers on the tree, and the sponsorship of poppies to cover costs and include a donation to The British Legion. A notice board to display Sponsorship certificates was considered.

Members considered a quotation received for the above works.

**RESOLVED – Following a Majority Vote Members agreed: -**

- **Members agreed a £20 sponsorship to cover Council costs and a donation to The British Legion.**
- **Members agreed the above quotation.**
- **The poppies to be replaced by Christmas Stars and Moons following Remembrance Sunday.**