



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 2 JULY 2024 AT 7.00PM IN THE ARK

PRESENT:

CHAIRMAN	G Lodge
COUNCILLORS	D Bowgett, G Butcher, J Chiswick, S Cobb, F Greig, R Sweeting & C Stephenson
CLERK	In attendance
DEPUTY CLERK	In attendance
ALSO PRESENT	P Tunney

- F1 APOLOGIES – (Item 1)** - To receive, record and approve apologies for absence – K Poskitt
- 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 – None.
- F6 CEMETERY MATTERS – (Item 6)** -
- a. Memorial Applications** – Members considered and agreed the following memorial applications for the Cemetery: -

Grave section	Grave number	Request
DV	G7	Add Inscription
AVI	A14	Add Inscription, Kerbs
DV	A28	Add Inscription
All	J6	Add inscription, Kerbs
AIV	D40	Renovations
AIV	E42	Renovations
AIV	G13	Renovations
AIV	H29	Add inscription
All	H11	Add inscription
AIV	K46	Plaque and Kerbs
AIV	K51	Add inscription
AVI	J13	Renovations
All	I4	Headstone and Kerbs
All	I15	Headstone and kerbs
AIV	B15	Plaque
AIV	B18	Renovations
AIV	E36	Add inscription

b. Cemetery Inspection –

- i. Members noted Cemetery Inspection Report April 2024.
F Greig joined the meeting.

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ii. Members update of Cemetery Inspection 14 April 2023.

D Bowgett reported that the main gates required maintenance, there was a quote to be considered in the confidential stage of the meeting.

All issues of note had been completed or were non urgent.

c. Cemetery Spending – Members to note and discuss Cemetery spending.

G Lodge reported that the Cemetery Sub Committee had agreed to investigate Cemetery Finances by considering a different format, thoughts had been to have a 5-year maintenance plan with a rolling programme of spending, the budget put into a larger header which could be added to over time. However, as 2023/2024 Cemetery income had substantially decreased compared to previous years and was unsure whether this may be the trend going forward, he suggested delaying the above plan until income trends became clearer. He asked members for guidance.

Members agreed the above suggestion.

d. Cemetery Rules and Regulations – Members reviewed and approved the Regulations.

RESOLVED – Members approved the Cemetery Rules and Regulations.

e. Cemetery Fees – Stutton Parish Council – Members to discuss fees paid by Stutton Parishioners.

G Lodge explained that historically Stutton Parish had an arrangement to pay a fee to Tadcaster Town Council for use of Tadcaster Cemetery for all Stutton parishioners, Stutton Parish Council had since withdrawn the arrangement and decided not to continue to pay the fee resulting in Stutton Parishioners paying double fees. This scenario was difficult for Stutton Parishioners and TTC staff.

D Bowgett reported that part of the Woodlands Estate was in Stutton Parish.

G Lodge reported that K Poskitt had asked for the agenda item.

D Bowgett reported in K Poskitt's absence, in recent years residents had been upset with the arrangement and she had felt that renegotiating could be a way forward.

P Tunney reported that there were other areas along Tadcaster boundary also affected by double fees, he suggested that whatever happened with Stutton Parish he would follow up to other areas.

R Sweeting suggested writing to Stutton Parish Council, to ask that consideration be given to revisiting the previous arrangement for payment for use of the Cemetery.

The Clerk reported that as K Poskitt attended Stutton Parish Council meetings, she could liaise in the first instance.

Members agreed the above and for K Poskitt to report back to Council accordingly.

F7 PLANNING – (Item 7) - Members to note and comment as required on the following applications received from Selby District Council: - None.

F8 CORRESPONDENCE – (Item 8) - for members to note and make comments as required: - None

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

a. Members elected Councillors to serve on the **Cemetery Sub Committee** as follows: -

RESOLVED – Following a unanimous vote members elected Councillors D Bowgett, J Chiswick, G Lodge, D Mackay, S Cobb & R Sweeting

b. Members elected Councillors to serve on the **Staffing Sub Committee** as follows: -

RESOLVED – Following a unanimous vote members elected Councillors D Bowgett, S Cobb, F Greig & K Poskitt & R Sweeting

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**

RESOLVED – Following unanimous vote members elected J Chiswick for the Cemetery Sub Committee Chairman and D Mackay Vice Chairman.

Action – Clerk to check with D Mackay in his absence.

b. **Staffing Sub Committee**

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RESOLVED – Following a unanimous vote members elected F Grieg for Staffing Committee Chairman and K Poskitt as Vice Chairman.

ACTION – Clerk to check with K Poskitt in her absence.

- F11 WORKING GROUP MEMBERSHIP – (Item 11) - Members to elect members for the Editorial Newsletter Working Group as follows: -**

RESOLVED – Following a unanimous vote members elected D Bowgett, S Cobb & K Poskitt

ACTION – Clerk to check with K Poskitt in her absence.

- F12 COUNCIL POLICIES – (Item 12) - 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
- e. Recording at Meetings
- f. Electronic Payment Policy
- g. The Ark Fire Policy (Staff only)
- h. Persistent or Vexatious

D Bowgett reported that he had made minor changes to the above Policy to include references to the Protection from Harassment Act and Malicious Communications Act.

ACTION – Clerk to circulate the above revised policy to members for comment and for approval at the Council meeting on 16 July 2024.

- 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

- 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
- i. Length of Service Criteria

- F15 FACEBOOK REVIEW – (Item 15) -**

- a. Members to review and approve the Council Facebook page.

D Bowgett suggested that the Council Facebook page be discussed at Full Council as following discussions with K Poskitt the Councils Social Media Policy was out of date and required updates.

RESOLVED –

- **That the above Social Media Policy be reviewed and brought back to the F&GP meeting 5 November 2024.**
- **Councillors D Bowgett, S Cobb, F Greig and K Poskitt to form a Working Group.**
- **That the current Social Media Policy be followed until completion of the above review.**

ACTION – D Bowgett to arrange a Working Group meeting with members as above.

- b. To agree Councillors to administer the Councils Facebook Page – to be agreed following completion of the above Policy.

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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 update of meeting held on 12 June 2024. G Lodge reported that the Group had met to discuss the Councils Reserves, for several years the Council had been transferring from Capital Reserves to cover Revenue budgets resulting in the Capital Reserves diminishing. There were several pots within Capital reserves, the situation was such that the Council needed to do something in the short term to ensure that the Council had sufficient Reserves available to cover what may be required. During 2023/24 Capital Reserves had depleted and there was presently no Capital income. To ensure that 2023/ 2024 budgets could be balanced Capital Budgets needed to be made available. He reported that there were Reserves in Viaduct Maintenance and Riverside Project, there were other small pots. Sufficient reserves would remain for Viaduct Inspections for the next two years.

The BEG Group had recommended that: -

- £40K be allocated from the Viaduct Reserve with £20k going to Cemetery Reserve and £20k to General Reserve.
- £80k be allocated from the Projects Reserve to the General Reserve

This should provide some flexibility in meeting shortfalls from the General Reserve for the current year. This must be short term issue. The forthcoming budget for 2025/26 will provide major challenges to ensure that reserves are not depleting in support of the Revenue Budget.

F Greig asked how Viaduct Inspections following the two years would be financed.

G Lodge reported that in two years the Council would have time to put together a viable solution for the Council.

The Clerk reported that the last inspection costs were in the region of £10k, several quotes had been sought at the time, necessary works had been completed. The recent General Inspection had shown there were no significant signs of deterioration.

P Tunney asked why the Revenue Budgets had not covered the Councils expenditure the Council were required to be ruthless.

G Lodge reported that during 2023/2024 income had not covered expenditure the Council had spent on necessary works in the Cemetery.

S Cobb asked how much Cemetery Reserve went to Cemetery.

The Clerk reported that income had not matched outgoing's, budgeted income was down by £10k, activity was unpredictable and varied year on year, 2023/2024 was the lowest on record.

D Bowgett reported that Council in previous years there was support from Central Government which was no longer the case, and Councils have been hit by the cost-of-living crisis. To get back on the trajectory the Council may need to consider a Precept increase going forward.

RESOLVED – Following unanimous vote members agreed the following recommendation: -

- **40K be allocated from the Viaduct Reserve with £20k going to Cemetery Reserve and £20k to General Reserve.**
- **£80k be allocated from the Projects Reserve to the General Reserve**
- **That the above recommendation be taken to the Council meeting on 16 July 2024.**

ACTION – Clerk to deal.

Members agreed that the forthcoming budget process would be a vital process.

F18 VALUATION OFFICE AGENCY – (Item 18) - Request for information – members to note.

The Clerk reported that following Covid 19 the Valuation Office Agency were seeking information regarding the amount of Grave Spaces there were left in the Cemetery and how many years remained.

F19 ARK MAINTENANCE – (Item 19) - Members to discuss and consider maintenance to The Ark.

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The Clerk reported that NYC had delayed the Planning Application reply due to holidays. A result of delays was ongoing substantial cost of The Ark heating bills. There was no further action the Council that could take to speed up the situation.

During recent heavy rain fall the Ark had experiences leaks in the office roof and Chamber.

RESOLVED – Members agreed for the Clerk to action and costs necessary works for the above leaks.

ACTION – Clerk to deal.

F20 REMEMBRANCE SUNDAY – (Item 20) - Members update of Remembrance Sunday 10 November 2024.

The Clerk reported that plans were as normal except for NYC forms which was requiring a large amount of additional work. She was to meet with K Poskitt for advice regarding completion of the forms.

P Tunney asked if the additional forms were a result of the formation of NYC.

R Sweeting reported that NYC were correctly covering event processes.

RESOLVED – That the NYC forms be taken to the Council meeting on 16 July for approval.

ACTION – Clerk to deal.

F21 GENERAL DATA PROTECTION REGULATION – Data Information Audit – (Item 21) - Member's update.

The Clerk reported that the office lacked storage, work was ongoing.

F22 NEWSLETTER – (Item 22) -

a. Members to discuss and agree the next edition of the newsletter.

The Deputy Clerk reported that the next edition of the Newsletter was the Winter/Christmas edition due mid-November 2024.

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

The Deputy Clerk reported that the Newsletter Policy required updating.

RESOLVED – The Newsletter Editorial Board to review the Newsletter Policy and report back to the F&GP meeting on 5 November 2024 for approval.

F23 WEBSITE, NEWLETTER AND MEDIA ITEMS – (Item 23) - To suggest appropriate matters from this meeting to place on the website, Facebook and before the media - None.

F24 MINOR MATTERS AND AGENDA ITEMS FOR THE NEXT MEETING – (Item 24) - 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 5 November 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 agenda items only.

F25 CEMETERY TREES – (Item 25) - Members update of Cemetery Trees.

The Clerk reported that the latest information had been circulated to members prior to the meeting. Any action on trees in the Cemetery would require the removal of TPOs on the Lime Trees.

All information was with the Councils Insurance company and was awaiting any further instruction.

The Clerk confirmed that there was a claim which was with the Insurance company for them to deal.

G Lodge reported that there was no reply regarding the Councils suggestion it would not proceed unless it was made clear the Council would not be responsible for future ground heave.

Any updates would be on the Council meeting 16 July 2024.

F26 ARK INFORMATION LEAFLET – (Item 26) - Members to discuss and consider content and quotations received for replacement of The Ark Information Leaflet.

G Lodge reported that the office had run out of the above leaflets.

The Clerk reported that the Historical Society had reworded the print, previously circulated to members.

RESOLVED –

- **Members agreed for 1000 Ark leaflets to be printed using Historical Society wording.**

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- **Members agreed quotations received for the design and printing of the Ark Leaflet.**

ACTION – Clerk to deal.

F27 STAFFING SUB COMMITTEE – (Item 27) - Members update.

The Clerk reported that correspondence regarding a Freedom of Information Request to the Council had been circulated prior to the meeting.

An email received regarding a complaint regarding the reply to the above refusal for the FOI request was read to members.

D Bowgett reported that all aspects of the Persistent or Vexatious Policy had been followed.

Members agreed that the Council had acted appropriately to the above FOI request.

D Bowgett reported that he had contacted the Police.

RESOLVED – Members agreed the above action.

F28 CEMETERY MATTERS –

Cemetery Inspection Report – Members discussed a quotation received for repairs to the main gate.

The Clerk reported that the gate had been straightened free of charge.

R Sweeting raised concerns regarding Council spend at this time.

RESOLVED –

- **Members agreed for the Cemetery Sub Committee to meet to agree required work to the Cemetery gate.**
- **Members gave authority for the Clerk to accept the above quote for required works to the Cemetery gate.**

ACTION – Clerk to arrange the above Cemetery Sub Committee meeting.