



Tadcaster Town Council

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Open Monday to Thursday 9.30am to 12.30pm

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON TUESDAY 11 JUNE 2019 AT 7.00PM PM IN THE ARK, KIRKGATE

PRESENT:	CHAIRMAN	D Bowgett
	COUNCILLORS	S Cobb, G Lodge, D Mackay, M Middlemiss & C Stephenson.
	CLERK	Jane Crowther
	DEPUTY CLERK	Jo Mottershead
	ALSO PRESENT	None

- F1 APOLOGIES – (Item 1)** - To receive, record and approve apologies for absence – Councillors I Edmondson & R Sweeting.
- 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)** -
- 6.1 - Memorial Applications** – Members considered and agreed the following memorial applications for the Cemetery:-
- **AIV j5 Kerbs and Plaque**
 - **AIV j6 Kerbs and Plaque**
 - **AVI e5 Headstone**
 - **AVI c11 Headstone**
 - **AVI a4 Additional Inscription**
 - **AIV h4 Additional Inscription**
 - **AIV j38 Plaque**
- 6.2 - Memorial Repairs** – Members considered a way forward for repairs to Category 2 memorials.

The Clerk reported a quote of £1500 - £1800 had been received for the continuation of repairs to category 2 memorials in the unconsecrated section of the Cemetery.

RESOLVED – That a recommendation for the above works be taken to full Council on 18 June 2019.

The Clerk reported that during the Cemetery Inspection the issue of sunken graves had been discussed. The contractor's recommendation was to break up any dangerous concrete, fill the grave space and top with suitable gravel. A quote for work was £2157.

The Clerk reported that there was the possibility that during repair works headstones could become unsafe, it was suggested that a contingency of £100 per grave space be allocated for such cases.

RESOLVED –

- That in the interest of Health and Safety that a recommendation for the above works including authorisation for the Clerk to spend £100 per grave space to the maximum of £2000 for repairs should headstones become unsafe during works, to be taken to full Council on 18 June 2019.

6.3 - Cemetery Gate – Members discussed the locking of the top Cemetery gate.

Members discussed the purpose of the gate and agreed that the gate was unsightly and unsafe.

RESOLVED – That the above gate be removed on safety grounds.

ACTION – Clerk to deal

6.4 - Cemetery Footpath Repairs – Members discussed retrospective approval for repairs to priority footpaths in the Cemetery following inspection on 19 March 2019. Members noted that the approval of four Councillors from the Cemetery Sub Committee had been given at the time.

RESOLVED – Members approved the above retrospective spend for repairs.

F7 PLANNING – (Item 7) -

7.1 - Members noted and commented as required on the following applications received from Selby District Council:-

5/19 - 5 Kirkgate – Proposed change of use from D1 (non-residential letting) – to B1 (office use)

RESOLVED – Members had no objection to the above application.

6/19 - 31 Stutton Road – Proposed erection of two storey extension to rear including a first floor extension to the side and single storey porch to front of existing detached dwelling house.

RESOLVED – Members had no objection to the above application.

7/19 - Salvation Army Chapel Street – Proposed extension to make a community store annexe and separate storage container.

RESOLVED – Members had no objection to the above application.

ACTION – Clerk to reply to SDC accordingly.

7.2 Authorised TPO Applications – Members noted the following application.

2/19 – Tadcaster Albion Football Club - Application for consent for Tree Work.

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

a. Yorkshire Local Councils Associations - White Rose Update – Newsletter May 2019

b. North Yorkshire VE Day 75 – Members to discuss and consider the Councils involvement in the event.

The Clerk reported that Councillor R Sweeting had contacted Tadcaster Magnets Sports and Social Club regarding the possibilities of holding a VE Day 75 event. He would report back to the F&GP Committee accordingly.

c. Email resident – Women against State Pension Injustice – Letter requesting support.

Councillor D Mackay reported that SDC and NYCC had shown support for the letter.

RESOLVED – The item be taken to a full Council meeting.

ACTION – Councillor D Mackay to forward the name of a contact regarding the above letter.

d. Selby District Council – Recycling Service Public Consultation – Closing date 26 June 2019.

Members agreed to reply to the above consultation on an individual basis.

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

a. Cemetery Sub Committee –

RESOLVED – Councillors D Bowgett, S Cobb, G Lodge, D Mackay & C Stephenson.

b. Staffing Sub Committee

RESOLVED – Councillors D Bowgett, S Cobb, G Lodge, D Mackay & M Middlemiss

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- F10 CHAIRMANSHIP & VICE CHAIRMANSHIP OF SUB COMMITTEES** – Members elected Chairman and Vice Chairman to the following Sub Committees:-
- a. **Cemetery Sub Committee**
RESOLVED –
Chairman - Councillor D Mackay
Vice Chairman – Councillor D Bowgett
 - b. **Staffing Sub Committee**
RESOLVED –
Chairman - Councillor S Cobb
Vice Chairman – M Middlemiss
- F11 WORKING GROUP MEMBERSHIP – (Item 11)** - Members elected members for the following Working Groups:-
- a. **Editorial Board - Newsletter**
RESOLVED – Councillors D Bowgett & S Cobb
 - b. **Grant Aid** – Members noted group membership of The Chairman and Chairmen and Vice Chairmen of Committees.
- F12 BUSINESS AND EFFICIENCY GROUP – (Item 12)** – Members discussed and considered recommendations from the BEG meeting held earlier in the evening for the following reviewed policies:-
- a. Privacy Statements
 - b. Website Policy
 - c. Social Media Guidelines
 - d. Media Policy
- RESOLVED** – Members approved the above policies.
- F13 TERMS OF REFERENCE – (Item 13)** - Members to review and agree the Terms of Reference for the following Committees
- a. Finance & General Purposes Committee
 - b. Cemetery Sub Committee
 - c. Staffing Sub Committee
- RESOLVED** – Members approved the above Terms of Reference.
- F14 COUNCILLORS LENGTH OF SERVICE AWARD – REVIEW – (Item 14)** - Members reviewed the criteria.
- RESOLVED** – Members approved the above criteria.
- F15 FACEBOOK REVIEW – (Item 15)** -
- a. Members to review and approve the Council Facebook page.
RESOLVED – Members approved the above Facebook page.
 - b. Members considered Councillors to oversee the Councils Facebook Page.
RESOLVED – Councillor D Bowgett to oversee the Council Facebook Page.
- Councillor M Middlemiss left the meeting.
- F16 MERIT AWARD CRITERIA – (Item 16)** - Members reviewed the criteria.
RESOLVED – Members approved the above criteria.
- F17 GENERAL DATA PROTECTION REGULATION – (Item 17)** -
- a. Members update – The Clerk reported that that YLCA were not to provide specific Councillor GDPR training. There was a GDPR Toolkit available for Councillors.
ACTION – Clerk to circulate the above GDPR Toolkit to members.

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Councillor M Middlemiss re-joined the meeting.

b. Data Information Audit – Members update – The Clerk reported that GDPR regulation required all personal information to be locked away. The Office presently had insufficient lockable cupboards. The existing furniture was old and in need of replacement.

A quote of £2751 had been received for replacement furniture and lockable cupboards.

Two quotes had been sourced.

A quote for labour and rewiring would be required.

RESOLVED – That a recommendation for the above be taken to the Council meeting on 18 June 2019.

The Clerk reported that Cemetery records were at present stored in a non-fireproof cupboard.

ACTION - That a quote be sought for a fireproof cupboard to store Cemetery records.

A quote of £165 had been received for a replacement Chamber table.

ACTION – Clerk to seek samples of the above Chamber Table.

The Clerk reported that following completion of the above requirements the GDPR Information Audit sheet could be updated accordingly.

F18 GRANT AID – (Item 18) -

a. Members considered the Grant Aid Policy/ Terms and Conditions & Application Form.

RESOLVED – Members approved the above Policy and Terms and Conditions.

b. **Small Grant Application** – Members considered an application received by the Council received from TEMPT.

RESOLVED – Members agreed the above application.

ACTION – Clerk to deal

F19 STAFF VACANCY – (Item 19) - Members update of the Administrative Assistant job interviews.

The Clerk reported that the vacancy had been filled and a start date of 24 June had been set.

F20 COUNCILLOR EMAIL ADDRESSES – (Item 20) - Members discussed the way forward for .gov Councillor email addresses.

ACTION – Councillor D Bowgett to assist Councillors as required.

F21 WAR MEMORIAL – (Item 21) - Members discussed ongoing maintenance to the War Memorial.

Councillor G Lodge reported that 2021 would be the 100 year rededication of the War Memorial and suggested that any required maintenance be carried out during 2020.

RESOLVED – That any required maintenance be undertaken during 2020.

F22 FINANCE – (Item 22) -

a. **Payment of Accounts** – Three Councillors approved and signed the cheques and stubs. Schedule to be circulated at the meeting.

			NET	VAT	TOTAL
1	9199	Kevin Appleyard Building Supplies	500.00	0	500.00
2	9200	Cancelled	0	0	0
3	9201	Howard Pask	927.00	0	927.00
4	9202	DCK Accounting Solutions	508.15	101.63	609.78
5	9203	Yorkshire Internal Audit Services	310.00	0	310.00
6	9204 - 9207	Administration	4852.01	0	4852.01
7	9208	Yorkshire Local Councils Associations	115.00	0	115.00
8	9209	Petty Cash	48.06	0	48.06
9	9210	Whitby Town Council	99.00	0	99.00
10	9211	Living Landscapes	1472.32	0	1472.32
11	9212	Pullan Landscapes	180.00	0	216.00

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12	9213	Selby District Council	21.00	0	21.00

Direct Debits

		NET	VAT	TOTAL
1	Npower	1845.08	369.02	2214.10

b. Financial Year End Report – Members considered and approved the financial year end report to 31.03.19.

c. Council Reserves – Members considered and agreed the Council Reserves.

d. Internal Audit of Accounts Report – Members noted the Internal Audit of Accounts Report for the financial year 2018/2019 received from Yorkshire Internal Audit Services.

e. Internal Control Review Report – Members noted the report to 31.03.19.

f. Internal Control System – Members reviewed and agreed the effectiveness of the system of internal control, internal audit procedures and Terms of Reference for 2018/2019 and there were no matters of concern.

g. Internal Control and Internal Audit Terms of Reference – Members reviewed and agreed the Terms of Reference for 2019/2020.

h. Internal Control System Auditor – Members appointed a Councillor to carry out the Internal Control for 2019/2020.

The Clerk reported that the audit was required to be carried out twice a year.

RESOLVED – Members appointed Councillor D Bowgett to carry out the Internal Control Audit for 2019/2020.

F23 TADCASTER TOWN COUNCIL NEWSLETTER – (Item 23) - Members put forward suggestions for the next edition of the newsletter from this meeting – An update of Cemetery maintenance.

F24 WEBSITE AND MEDIA ITEMS – (Item 24) - To suggest appropriate matters from this meeting to place on the website and before the media - None

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 on 23 July 2019

F27 RESOLVED –

- That the items discussed in Part II be now ratified and approved
- That members of the press and public be re-admitted to the meeting