



## 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 24 SEPTEMBER 2019 AT 7.00PM PM IN THE ARK, KIRKGATE

PRESENT:	CHAIRMAN	G Lodge
	COUNCILLORS	S Cobb, D Mackay, M Middlemiss, M Mundy, C Stephenson & R Sweeting.
	CLERK	Jane Crowther
	DEPUTY CLERK	Jo Mottershead
	ALSO PRESENT	One member of the public

- F48 APOLOGIES – (Item 1)** - To receive, record and approve apologies for absence – Councillors D Bowgett & I Edmondson.
- F49 DECLARATIONS OF INTEREST – (Item 2)** - To receive and record declarations of interest at this point or at any other point on the agenda - None
- F50 PUBLIC SESSION – SUSPEND STANDING ORDERS – (Item 3)** - To allow members of the public to speak on any matter as it relates to the town.
- A resident raised concerns regarding the cost of Policing the event, and the lack of information and bus services on the day.  
Councillor D Mackay reported that local traders had reported that takings had been down.  
**ACTION – Councillor R Sweeting to contact SDC to find out costings of the UCI event.**
- F51 REIMPOSE STANDING ORDERS – (Item 4)**
- F52 CLERKS REPORT – (Item 5)** – The Clerk updated members regarding Finance & General Purposes matters not itemised on this agenda as follows:-
- a. Leaking had occurred in the Ark in 3 places during recent heavy rain. A contractor had been called to assess damage.  
**RESOLVED – That the Clerk be given authorisation to arrange for fixing the leaks to the Ark.**  
**ACTION – Clerk to deal**
  - b. **Office Computers** - There were ongoing problems with the office computers due to the need for an upgrade, the IT company suggested installing office 365. Repairs had been carried out to all computers.  
**RESOLVED – Members agreed to the above repairs.**  
**ACTION – Clerk to seek information and a quote for Office 365.**
  - c. **GDPR Training - YLCA** - could provide GDPR training in the Ark, the cost would be for 12 Councillors at £30 for each Councillor whether they attended or not.  
**ACTION – Clerk to send email to all Councillors to assess Councillor Interest in attending training.**
  - d. **Staff Safety** – The Clerk reported that staff had recently experienced a number of awkward members of the public which had raised concerns regarding staff safety.

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**RESOLVED –**

- **That office security options be explored**
- **That a Lone Working Policy be drafted and approved at the next appropriate meeting**
- **That the office be locking on any occasion where there is lone working.**
- **Crime Prevention advice be sought.**

**ACTION – Clerk to deal**

**F53 CEMETERY MATTERS – (Item 6) –**

**F53.1 - Memorial Applications** – Members consider and approved the following memorial applications for the Cemetery:-

- **AIV j7 Plaque, Kerbs and vase**

**F54 Cemetery Records Fire Proof Cabinet** – Members update for the storage of Cemetery Records.

The Clerk reported that following the refurbishment of the office to adhere to GDPR and the safe keeping of Cemetery records in a fire proof cabinet, the safe had been adapted to store the Cemetery Records.

**F55 PLANNING – (Item 7) –**

**Planning Applications**\_ Members noted and commented as required on the following applications received from Selby District Council:-

**a. 11/19 & 12/19 - The Brewery High Street** – Listed building & FUL - consent for formation of new ramp 1 in 20 replacement of existing windows with 4no windows (match existing 4-pane sash window) repair existing windows to the rear (replace if beyond repair) replace existing doors to front and rear and internal alterations.

**RESOLVED – Members had no objection to above applications.**

**b. 13/19 - Fox and Hounds Inn** – Leeds Road – proposed installation of 3 No. boxed sliding sash windows to replace the existing casement windows and reclaimed facing brickwork to replace the poorly matched brickwork to the front elevation.

**RESOLVED – Members had no objection to the above application.**

**ACTION – Clerk to reply to SDC accordingly.**

**Granted Applications -**

**9/19 – 4 Aspen Way** – Proposed removal of new growth at base of tree, removal; of limb overhanging car parking area, reduction of one small limb overhanging road and removal of dead wood in the crown of 1No Horse Chestnut free covered by TPO 2/1984.

**F56 CORRESPONDENCE – (Item 8) -** members noted and make commented as required:-

**F56.1 – BT Phone Boxes-** Payphone Kiosk Removal – Members to consider and agree the removal of payphone kiosk at Stutton Road Tadcaster.

The Clerk reported that the phone box had been used 23 times in the previous 12 months

**RESOLVED – Members agreed to the BT removal of the above Kiosk Phone Box.**

**ACTION – Clerk to deal**

**F57 GRANT AID – Item 9) -** Members discussed and considered Small Grant Application received from Tadcaster U3A.

**Councillor S Cobb declared an interest for this item.**

Following a majority vote members agreed the following:-

**RESOLVED –**

- **Members agreed to the above application.**
- **That the cheque be presented to the U3A and an article be placed in the newsletter.**

**ACTION – Clerk to deal.**

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**F58 CIVIC SERVICE – (Item 10)** - Members update of the Civic Service on 20 October 2019. Members were asked to contact the office regarding attendance to the Civic Service.

**F59 REMEMBRANCE SUNDAY – (Item 11)** - Members update of Remembrance Sunday 10 November 2019.

The Clerk reported that a representative from the North Yorkshire Lieutenancy would be attending the event.

Members were asked to contact the office regarding attendance to the event.

Notice of the event was to be distributed to local residents prior to the event.

**ACTION - Councillors M Mundy, J Chiswick and D Bowgett to deliver the above letters.**

**F60 GENERAL DATA PROTECTION REGULATIONS – (Item 12) - Data Information Audit –** Members update.

The Clerk reported that the data audit was being worked through and elements had been completed. The shredding of papers was ongoing.

**F61 FINANCE – (Item 13) -**

**F61.1 - Payment of Accounts –** Three Councillors approved and signed the cheques and stubs. Schedule to be circulated at the meeting.

			NET	VAT	TOTAL
1	9265	Beechfield Tree Services	180.00	36.00	216.00
2	9266	WSP	6531.00	1306.20	7837.20
3	9267	Monster Movers	130.00	0	130.00
4	9268	Yorkshire Water	22.09	0	22.09
5	9269 - 9273	Administration	5454.84	0	5454.84
6	9274	B K Parnaby & Sons	391.00	78.20	469.20
7	9275	Nycom	90.00	18.00	108.00
8	9276	B K Parnaby & Sons	982.30	196.46	1178.76
9	9277	D C G Tree Surgery	45.00	0	45.00
10	9278	PKF Littlejohn LLP	400.00	80.00	480.00
11	9279	Yorkshire Water	17.37	0	17.37
12	9280	Viking	378.05	37.21	415.26
13	9281	Tadcaster Rural CIC	855.50	0	855.50

**Direct Debits**

		Date	NET	VAT	TOTAL
1	Yorkshire Water	£15 per month from 1.10.19 – 2.09.19			£180
2	Npower	23.09.19	564.44	112.89	677.33
3	BT	3.10.19	334.56	66.91	401.47

**F61.2 - Financial Regulations –** Members discussed revised Financial Regulations.

**RESOLVED –**

- That Financial Regulations be moved to the Council meeting on 1 October 2019
- That the above regulations be discussed at the BEG meeting prior to the Council meeting on 1 October 2019.

## FINANCE AND GENERAL PURPOSES COMMITTEE MEETING 24 SEPTEMBER 2019

- F62 TADCASTER TOWN COUNCIL NEWSLETTER – (Item 14) –**  
**F62.1** Members to put forward suggestions for the next edition of the newsletter from this meeting as follows:- Christmas Market, Remembrance Sunday, the U3A Small Grant Application cheque, The Allotment Competition.  
**F62.2 Newsletter Timetable** – Members were informed that the timings of Tadcaster Today for the autumn edition had not run smoothly.  
The Clerk suggested that a meeting of the Editorial Board was required to discuss future timings.  
**RESOLVED – That an update of the above meeting be raised as an agenda item at the next appropriate meeting.**
- F63 WEBSITE AND MEDIA ITEMS – (Item 15) –**  
**F63.1** - Members suggested matters from this meeting to place on the website and before the media as follows: - The removal of the BT Kiosk on Stutton Road.  
**F63.2** Accessibility Statement – Members considered the statement.  
Members were informed that there would be charge of £100 from Vision for the statement.  
**RESOLVED – Members agreed retrospectively to the above cost.**  
Members agreed to add a sentence stating that that actions were ongoing and the statement would be updated as and when actions were completed.  
**RESOLVED – That the above disclaimer be included on the website.**  
**ACTION – Clerk to deal.**
- F64 MINOR MATTERS AND AGENDA ITEMS FOR THE NEXT MEETING – (Item 16) –** Members 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 22 October 2019.  
Councillor S Cobb reported that the decorative lighting in a lamppost of the bridge was out.  
The Clerk reported that there were plans to repair the lighting as part of the Christmas Illuminations project.
- F67 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**