**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 22 OCTOBER 2019 AT 7.00PM PM IN THE ARK, KIRKGATE**

**PRESENT: CHAIRMAN D Bowgett**

**COUNCILLORS D Mackay, M Middlemiss, M Mundy, C Stephenson &**

 **R Sweeting.**

**CLERK Jane Crowther**

**DEPUTY CLERK Jo Mottershead**

 **ALSO PRESENT None**

**F68 APOLOGIES – (Item 1) -** To receive, record and approve apologies for absence – Councillors

G Lodge & S Cobb

**F69 DECLARATIONS OF INTEREST – (Item 2) -** To receive and record declarations of interest at this point or at any other point on the agenda – None

**F70 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

**F71 REIMPOSE STANDING ORDERS –**

Member agreed to discuss item 10 at this stage of the meeting

**F72 VE DAY –** Celebrating the 75th Anniversary of VE Day – 8 May 2020 - Update of plans for a VE Day event.

Councillor R Sweeting suggested that the Town Council takes the lead in organising a 1940s themed market on Sunday 10 May in the SDC owned Central Area Car Park to celebrate the above event.

**RESOLVED - That a recommendation for the above event be taken to the Council meeting on 5 November 2019.**

**ACTION –**

* **Clerk to deal.**
* **Councillor R Sweeting to ask for permission to utilise the Central Area Car Park for the above event.**

Councillor R Sweeting left the meeting.

**F73 CLERKS REPORT – (Item 5) –** None

**F73 CEMETERY MATTERS – (Item 6) -**

 **F73.1 - Memorial Applications –** Members considered and agreed the following memorial applications for the Cemetery:-

**AIV j37 –** plaque and kerbs

**AIV i36 –** additional inscription

**F74 PLANNING – (Item 7) -**

* 1. **– Planning Applications** – Members noted and commented as required on the following applications received from Selby District Council:-
	2. **15/19 - 16 Station Estate, Station Road –** Retrospective application for erection of a tented structure for the storage of cars.

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

* 1. **16/19 - 1 Heatherdene –** Proposed extension to existing vehicular access.

**RESOLVED – Members had no objection to the above application subject to NYCC Highways approval.**

* 1. **17/19 – Land at Wharfe Bank – Tadcaster -** Proposed installation of a recreational raised seating area over the existing temporary bridge foundation.

**RESOLVED - Members fully supported the application and welcomed the development**

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

* 1. **- Granted Applications**
	2. **5/19 – 5 Kirkgate - I will Do It –** Proposed change of use from D1 (Non-residential letting) to B1 (Office use)
	3. **- North Yorkshire County Council – Selby Waiting and Loading Order –**

**Prohibition of Waiting and Loading and Provision of Parking (Selby District) Schedule 1**

**York Road South –** The projected eastern property boundary line of No 86 York Road East for 90 metres.

**Chapel Street South East –** its junction with Westgate South West for 28 metres.

 **York Road South –** the projected western property boundary line of No 41 Leeds Road (A659) East to the junction with Stutton Road.

**Stutton Road West –** its junction with Leeds Road (A659) south west for 19 metres

**Wetherby Road /Station Road –** North the projected northern property boundary line of No 26 Wetherby Road, South and East for 50 Metres.

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

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

**F75** **CORRESPONDENCE – (Item 8) - For members to note and make comments as required:-**

 **F75.1– YLCA – White Rose Update –** October 2019.

**F75.2 – YLCA – The Redmond Review – Consultation for the Parish Sector –** Members views on the quality and effectiveness of the audit and financial reporting of local authorities in England. The call for evidence closes 22 November 2019.

**RESOLVED –** **Members noted the above survey.**

 **F75.3 –** **Selby District Council –** Council Plan – Members to discuss and agree a reply to the survey.

 **RESOLVED –** **Members to reply individually to the above survey.**

**F75.4 - North Yorkshire County Council** – Council Plan – Members discussed and agreed a reply to the survey.

**RESOLVED –** **Members to reply individually to the above survey.**

**F76 REMEMBRANCE SUNDAY – (Item 9) -** Members update of Remembrance Sunday 10 November 2019 – The Clerk reported that the Deputy Lieutenant was to attend Remembrance Sunday.

**F77 VE DAY –** **(Item 10)** - Celebrating the 75th Anniversary of VE Day – 8 May 2020 - Update of plans for a VE Day event – This item was discussed at minute F72

**F78 WAR MEMORIAL INSPECTION – (Item 11) -** Members update of the annual inspection held on 8 October 2019. Councillor G Lodge and I Edmondson completed an inspection on 8 October 2019. Recommendations were for weeding removal of old crosses and replanting prior to Remembrance Sunday.

**F79 GENERAL DATA PROTECTION REGULATIONS – (Item 12) -**

 **F79.1 - Data Information Audit –** Members update – The Clerk reported that shredding was ongoing.

The Clerk circulated the following Fact Sheets to members:-

* Data Sharing in Local Councils – Six Steps to Take.
* The Use of Personal email Addresses and Devices.

 **F79.2 - GDPR – Training –** Members discussed Councillor GDPR Training course in the Ark. The date agreed for the training to be 4 February 2019 6.30pm-9.30pm.

Councillor C Stephenson suggested that as only 6 out of 12 TTC Councillors were able to attend that other local Councils in surrounding areas be asked if any Councillors would like to pay to join the above Training course at the Ark to help cover the cost.

**RESOLVED –**

* **Members agreed to a cost of £360 for the above Training Course.**
* **Members agreed for local Councils to be asked if they would like to be included on the above training course.**

**ACTION – Clerk to deal**

**F80 SALARY SCALES – (Item 13) -** Members to consider and agree staff pay scale comparisons.

The Clerk reported that the Yorkshire Local Councils Associations recommendation for the Town Council Clerks salary in 2008 was SCP 29-32 (previously SCP 35-38). The Council had fallen behind the rates over previous years and pay rises had been below the rate of inflation.

References to pay scales had been discussed and minuted in 1997 and 2008.

Councillor M Middlemiss felt that the Council should be paying staff appropriately.

Councillor M Middlemiss left the meeting

The Clerk reported that a review of North Yorkshire Pension contributions was due and any salary increases would affect Employer Pension and NI contributions.

Councillor M Middlemiss re-joined the meeting.

The Clerk felt that appropriate SCP pay scales should not be applied until the lowest recommended SCP pay scale had been attained.

**RESOLVED – Members agreed to recommend a 9.54% increase over a 3 year timescale, to be reviewed annually, at the meeting of the BEG as part of the budget process.**

**ACTION – Clerk to deal.**

**F81 FINANCE – (Item 14) -**

**F81.1 - Payment of Accounts –** Three Councillors approved and signed the cheques and stubs. Schedule to be circulated at the meeting.

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| --- | --- | --- | --- |
|  | **NET** | **VAT** | **TOTAL** |
| **1** | **9296** | RICOH | 256.22 | 51.24 | 307.46 |
| **2** | **9297** | DCG Tree Surgery | 1580.00 | 0 | 1580.00 |

**F81.2 - Internal Control System Report –**

**RESOLVED - Members considered and approved the Internal Control System Report by Councillor D Bowgett on 15 October 2019.**

**F81.3 - Financial Quarterly Report** –

**RESOLVED - Members considered and approved the Financial Quarterly report to 30 September 2019.**

**F82 TADCASTER TOWN COUNCIL NEWSLETTER – (Item 15) -**

**F82.1 -** Members to put forward suggestions for the next edition of the newsletter from this meeting – VE Day Celebrations.

**F82.2 - Newsletter Timetable –** Members discussed a Tadcaster Town Council timetable for production of the newsletter.

The Deputy Clerk reported that there had been a number of timing/proof reading issues regarding the latest edition of Tadcaster Today. Members were informed that a revised timetable had been drafted to allow the Council time to proof read and check amendments.

**F82.3–** **Newsletter Consent Form -** Members considered a consent form for newsletters purposes.

**RESOLVED – Members approved the above consent form.**

The Clerk reported that the Editor of Tadcaster had implied that he was not willing, or thought necessary to comply with the GDPR Consent Form.

Members discussed ownership of the newsletter.

Members discussed including a disclaimer in the newsletter.

**RESOLVED –**

* **Clerk to seek advice and clarification from YLCA regarding the legal requirement for consent in the Tadcaster Today section and any related ownership implications.**
* **A draft disclaimer to be brought to the next meeting for consideration.**

**ACTION – Clerk to deal**

**F83 WEBSITE AND MEDIA ITEMS – (Item 16) -** To suggest appropriate matters from this meeting to place on the website and before the media – None.

**F84 MINOR MATTERS AND AGENDA ITEMS FOR THE NEXT MEETING – (Item 17) -** 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 19 November 2019.

 **F88 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**