



Tadcaster Town Council
The Ark, 33 Kirkgate, Tadcaster LS24 9AQ
01937 834113
clerk@tadcastertowncouncil.gov.uk
www.tadcastertowncouncil.gov.uk
Open Monday to Thursday 9.30am to 12.30pm

**MINUTES of the Finance and General Purposes Committee Meeting of
TADCASTER TOWN COUNCIL**

Date: Tuesday 17 March 2026
Time: 6pm
Venue: The Ark, 33 Kirkgate, Tadcaster, LS24 9AQ

In attendance: In attendance: Cllr G Butcher (Chair), Cllr G Lodge (Vice Chair), Cllr R Sweeting, Cllr Bowgett, Cllr F Greig. 1 member of the public.

Officers: J Crowther, Town Clerk, L Tate, Administration Assistant.

Late arrivals: None

Early departures: Member of the public 18:34

The meeting opened at 6pm

Minutes

F/26/33	APOLOGIES a) To receive and record apologies for absence. Apologies were received in advance of the meeting from Cllr K Poskitt and Cllr S Cobb. No apologies received from Cllr D Mackay, Cllr J Chiswick, and Cllr C Stephenson b) To resolve to approve reasons for absence. Resolved: to accept and approve the reasons for absence received in advance of the meeting from Cllr K Poskitt and Cllr S Cobb. Unanimous.
F/26/34	DECLARATIONS OF INTEREST & DISPENSATION REQUESTS a) To note any written requests for dispensation the Clerk may have received from members. None b) To consider any new dispensation requests None c) To receive Declarations of Interests from members not already declared under the members Code of Conduct or members Register of Interests, in any business to be transacted. None
F/26/35	PUBLIC SESSION – Suspension of Standing Orders To allow members of the public and representatives from other organisations are invited to speak on any matter as it relates to the town – Members of the public are requested to submit any questions in advance of the meeting to the Clerk. Standing orders will be reinstated on the closure of this agenda item. No members of the public wished to speak.
F/26/36	To NOTE as a true and correct record, the MINUTES of the Finance and General Purposes Committee Meeting held on Tuesday 4 November 2025. Noted

<p>F/26/37</p>	<p>EVENTS MANAGEMENT</p> <p>a) To receive an update on the Remembrance Sunday event 9 November 2025 & Community Poppy Tree and agree plans for this year, 8 November 2026.</p> <p>Members discussed the budget for Remembrance Sunday and agreed to go ahead with budget and the arrangements as in previous years. It was noted that there was no financial support from the NYC Councillor towards the event.</p> <p>Resolved: To proceed with the Remembrance Sunday Parade on 8 November 2026. Unanimous</p> <p>Resolved: To proceed with sponsor a Poppy for 2026 and the poppies to be displayed on St Marys Church railings. Unanimous</p> <p>b) To consider a quotation for the Lamp Light of Peace in commemoration 11am, 11 November 2026.</p> <p>Discussion of involving schools, members discussed where it would be kept, who would light it and could it be used to encourage reflection. Suggestion that the light be in St Mary’s Church during the Remembrance Sunday service.</p> <p>Action: Cllr. Sweeting to contact the schools and discuss the lamp visiting each primary school through the week and liaise with St Mary’s Church regarding the service.</p> <p>Resolved: To purchase a Lamp Light of Peace at a cost of £55. Unanimous</p>																																																
<p>F/26/38</p>	<p>ASSET MANAGEMENT</p> <p>a) To consider the following memorial applications for Tadcaster Cemetery</p> <table border="1" data-bbox="280 981 1019 1630"> <thead> <tr> <th>Grave section</th> <th>Grave number</th> <th>Request</th> </tr> </thead> <tbody> <tr><td>AIV</td><td>K13</td><td>Plaque and kerbs</td></tr> <tr><td>AIV</td><td>K45</td><td>Plaque</td></tr> <tr><td>AIV</td><td>A7</td><td>Kerbs</td></tr> <tr><td>AIV</td><td>K29</td><td>Plaque and kerbs</td></tr> <tr><td>AIV</td><td>L51</td><td>Plaque and kerbs</td></tr> <tr><td>AIV</td><td>K32</td><td>Plaque and kerbs</td></tr> <tr><td>AIV</td><td>K33</td><td>Plaque and kerbs</td></tr> <tr><td>AVI</td><td>G9</td><td>Headstone and kerbs</td></tr> <tr><td>AIV</td><td>L5</td><td>Plaque and Kerbs</td></tr> <tr><td>AIV</td><td>J26</td><td>Additional inscription</td></tr> <tr><td>AIV</td><td>k37</td><td>Addition of plaque</td></tr> <tr><td>AIV</td><td>k23</td><td>Plaque and kerbs</td></tr> <tr><td>AIV</td><td>G4</td><td>Additional inscription</td></tr> <tr><td>AVI</td><td>I10</td><td>Additional Inscription</td></tr> <tr><td>AIV</td><td>K16</td><td>Plaque and kerbs</td></tr> </tbody> </table> <p>Resolved: to accept and agree the above memorial applications for the cemetery. Unanimous.</p> <p>b) To receive a report following the Cemetery Inspection on 4 November 2025.</p> <p>Actions were ongoing.</p> <p>c) To consider a way forward for the rubbish and signage at the Dorchester Road end of the Cemetery.</p>	Grave section	Grave number	Request	AIV	K13	Plaque and kerbs	AIV	K45	Plaque	AIV	A7	Kerbs	AIV	K29	Plaque and kerbs	AIV	L51	Plaque and kerbs	AIV	K32	Plaque and kerbs	AIV	K33	Plaque and kerbs	AVI	G9	Headstone and kerbs	AIV	L5	Plaque and Kerbs	AIV	J26	Additional inscription	AIV	k37	Addition of plaque	AIV	k23	Plaque and kerbs	AIV	G4	Additional inscription	AVI	I10	Additional Inscription	AIV	K16	Plaque and kerbs
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	<p>Discussion about new signs, including putting a sticker on the large bin near the main gate of the cemetery saying for cemetery waste. Resolved: To replace the sign on Dorchester Road with a stronger worded sign. Unanimous</p> <p>d) To consider a quotation for maintenance work for the Ark. Resolved: to accept the quotation for maintenance work to the Ark. Unanimous</p> <p>e) To receive and update on the potential of rewilding in the Cemetery. Nothing to report, Further investigation required, move to the next appropriate meeting.</p> <p>f) To consider the exclusion of the press and public by virtue of the Public (Admissions to Meetings) Act 1960, due to the confidential nature of the business to be transacted.</p> <p>g) To receive an update from the Cemetery Sub Committee on the Cemetery trees.</p> <p>Discussed further down the agenda.</p>
F/26/39	<p>FINANCE</p> <p>a) To approve the Balance Sheet, Bank Reconciliation, Bank Statement and Income and Expenditure to 31 December 2025. Resolved: to approve the Balance Sheet, Bank Reconciliation Bank Statement and Income and Expenditure to 31 December 2025. Unanimous.</p> <p>b) To consider a quotation for the internal audit and report for year 2026. Resolved: to accept the quotation for the annual and interim internal audit report. Unanimous.</p> <p>c) To review the online bank signatories for the Town Council bank accounts. It was suggested that Councillors use the banking app to authorise payments on their phones, making the process quicker. Resolved: To approve Cllr Bowgett, Cllr Butcher, Cllr Sweeting as the online bank signatories and approve the use of the banking app on mobile phones. Unanimous.</p> <p>d) To consider card payment facilities for the Town Council payments. Cllr Bowgett suggested using Square card machine and volunteered to be the lead councillor. Discussion about % charges, initial cost and local peoples access to cash. Discussion that most people currently pay BACS or cheque and not many ask to pay by card. Resolved: Not to proceed with a card reading machine at present, review at the next appropriate meeting. Unanimous</p> <p>e) To consider the exclusion of the press and public by virtue of the Public (Admissions to Meetings) Act 1960, due to the confidential nature of the business to be transacted.</p> <p>f) To consider The North Yorkshire Pension Fund Actuarial valuation of the Town Councils Fund as at 31 March 2025 – Employer Contribution results.</p> <p>Discussed further down the agenda.</p>
F/26/40	<p>POLICY & GOVERNANCE –</p> <p>a) To consider the binding of past paper copy minutes and to consider record management policy for associated documents.</p>

	<p>Resolved: To shred all past associated items, only keep and bind the signed minutes. Unanimous</p> <p>At the discretion of the chair item F/26/38 f) and g) were moved to this point in the agenda for discussion.</p> <p>F/26/38 f) To consider the exclusion of the press and public by virtue of the Public (Admissions to Meetings) Act 1960, due to the confidential nature of the business to be transacted. Members of the public left the meeting.</p> <p>F/26/38 g) To receive an update from the Cemetery Sub Committee on the Cemetery trees. Discussion about the oak tree, planning application is required for any work – consensus that there is very little overhang from the tree and for no pruning to take place at the present time.</p> <p>Resolved: Following an assessment of the Oak tree it was agreed no pruning was required. Unanimous</p> <p>At the discretion of the chair item F/26/39 e) and f) were moved to this point in the agenda for discussion.</p> <p>F/26/39 e) To consider the exclusion of the press and public by virtue of the Public (Admissions to Meetings) Act 1960, due to the confidential nature of the business to be transacted.</p> <p>F/26/39 f) To consider The North Yorkshire Pension Fund Actuarial valuation of the Town Councils Fund as at 31 March 2025 – Employer Contribution results.</p> <p>Resolved: This year 2026/2027 employer contributions to remain as advised by North Yorkshire Pension Fund, to look at the budget to see if contributions need to be increased for future years.. Unanimous</p>
F/26/41	STAFFING - None
F/26/42	CORRESPONDENCE RECEIVED - None
F/26/43	To consider agenda items for next meeting. Card payments
F/26/44	To note date, time and location of next meeting. Tuesday 7 July 2026, 6pm, The Ark.

The meeting closed at 18:49