



Tadcaster Town Council

The Ark, 33 Kirkgate, Tadcaster LS24 9AQ

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Open Monday to Thursday 9.30am to 12.30pm

Minutes of the Finance and General Purposes Committee Meeting of TADCASTER TOWN COUNCIL

Date: Tuesday 7 July 2026

Time: 6pm

Venue: The Ark, 33 Kirkgate, Tadcaster, LS24 9AQ

In attendance: Cllr G Butcher (Chair), Cllr G Lodge (Vice Chair), Cllr Bowgett, Cllr J Chiswick, Cllr, Cllr K Poskitt.

0 Members of the public

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

Late arrivals: None

Early departures: None

The meeting opened at 6pm

MINUTES

F/27/1	APOLOGIES a) To receive and record apologies for absence. Apologies were received in advance of the meeting from Cllr S Cobb, Cllr F Greig and Cllr R Sweeting. No apologies received from Cllr D Mackay 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 S Cobb, Cllr F Greig and Cllr R Sweeting. Unanimous.
F/27/2	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/27/3	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 present.
F/27/4	To NOTE as a true and correct record, the MINUTES of the Finance and General Purposes Committee Meeting held on Tuesday 17 March 2026. Noted
F/27/5	SUB COMMITTEE AND WORK GROUP APPOINTMENTS FOR 2026/2027 a) Staffing Sub Committee - To appoint members to the Staffing Sub Committee Remain the same Resolved: Members of the committee to remain unchanged- Cllr Bowgett, Cllr Cobb, Cllr Greig, Cllr Poskitt and Cllr Sweeting. i. To elect a Chair and Vice Chair

	Resolved: for Cllr Sweeting to be appointed as Chair. Unanimous. Resolved: for Cllr Poskitt to be appointed as Vice Chair. Unanimous. b) Cemetery Sub Committee - To appoint members to the Cemetery Sub Committee Resolved: Members of the committee to remain unchanged- Cllr Bowgett, Cllr Chiswick, Cllr Cobb, Cllr Lodge, Cllr MacKay and Cllr Sweeting. i. To elect a Chair and Vice Chair Resolved: for Cllr Chiswick to be appointed as Chair. Unanimous. Resolved: for Cllr Sweeting to be appointed as Vice Chair. Unanimous. d) Newsletter – Editorial Working Group -To appoint members to the Newsletter working group Resolved: to appoint Cllrs Bowgett, Cllr Cobb, Cllr Poskitt and Administration Assistant to serve on the editorial board.																																							
F/27/6	EVENTS MANAGEMENT a) To receive an update on the Remembrance Sunday event 8 November 2026, the Community Poppies and the Lamp Light of Peace. The Clerk reported arrangements for Remembrance Sunday are progressing. Cllr Sweeting is communicating with the schools and Churches regards with the Lamp light of peace. Community Poppies will be displayed on the railing outside Church. b) To consider the Remembrance Sunday 2026 documents to be submitted to the North Yorkshire Council SAG. The Chair thanked the Clerk for her work with the documents for Remembrance day, The Clerk thanked the police for their support with the event. Resolved: To approve the documents to be submitted to NYC. Unanimous																																							
F/27/7	ASSET MANAGEMENT a) To consider the following memorial applications for Tadcaster Cemetery. Insert Memorial Table <table><tr><th>Grave section</th><th>Grave number</th><th>Request</th></tr><tr><td>DIII</td><td>r26</td><td>Add Kerbs</td></tr><tr><td>AVI</td><td>d16</td><td>New headstone & kerbs</td></tr><tr><td>AIV</td><td>j33</td><td>New inscription</td></tr><tr><td>AIII</td><td>c12</td><td>Headstone</td></tr><tr><td>AIII</td><td>c17</td><td>Kerbs</td></tr><tr><td>AIV</td><td>h9</td><td>Headstone</td></tr><tr><td>AIV</td><td>k30</td><td>Plaque</td></tr><tr><td>AIV</td><td>k31</td><td>Plaque and kerbs</td></tr><tr><td>AVI</td><td>e14</td><td>Additional inscription</td></tr><tr><td>DV</td><td>c15</td><td>New Memorial</td></tr><tr><td>AII</td><td>f18</td><td>Additional Inscription</td></tr><tr><td>DV</td><td>e7</td><td>Additional Inscription</td></tr></table> Resolved: to accept and agree the above memorial applications for the memorial cemetery. Unanimous. b) To consider a date for the Cemetery Inspections. Dates agreed for inspections: 22 July at 10:15 and 3 Nov 10:15 c) Consider a way forward for the repair of a headstone in DIII of the cemetery. Resolved: to seek quotes for repairs and bring back to an appropriate council meeting. Unanimous	Grave section	Grave number	Request	DIII	r26	Add Kerbs	AVI	d16	New headstone & kerbs	AIV	j33	New inscription	AIII	c12	Headstone	AIII	c17	Kerbs	AIV	h9	Headstone	AIV	k30	Plaque	AIV	k31	Plaque and kerbs	AVI	e14	Additional inscription	DV	c15	New Memorial	AII	f18	Additional Inscription	DV	e7	Additional Inscription
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	d) 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. e) To receive an update from the Cemetery Sub Committee on the Cemetery trees. The Clerk provided Councillors an update on the cemetery trees.
F/27/8	FINANCE a) To approve the Balance Sheet, Bank Reconciliation, Bank Statement and Income and Expenditure to 30 June 2026. Resolved: to approve the Balance Sheet, Bank Reconciliation, Bank Statement and Income and Expenditure to 30 June 2026. Unanimous. b) To consider the HMRC Mileage rate increase for staff and councillors. From 45p to 55p Resolved: to agree to accept the increase. Unanimous. c) To receive an update on Cemetery fees for Stutton Parish. An agreement with Stutton parish was made, to pay half of fees for their residents and re-imburse the resident. The Council are looking at the ownership, preparing to instruct a solicitor regarding the cemetery. Action: Cllr Poskitt to seek the agreement regards fees with Stutton Parish in writing. Resolved: Cllr Bowgett to engage with solicitor and determine costs. Unanimous
F/27/9	POLICY & GOVERNANCE – a) To review and approve the Council Facebook page and to agree Councillors to administer the page. Resolved: to approve Cllr Bowgett and Administration Assistant to administer the Facebook page. Unanimous b) To review the following policies, terms of reference and risk assessments: Council Policies - i Privacy Statements - ii Website Policy - iii Social Media Guidelines - iv Media Policy - v Recording at Meetings - vi Electronic Payments Policy - vii The Ark Fire Policy (staff only) - viii Persistent or Vexatious - ix Merit Award Criteria - x Length of Service Criteria - xi Newsletter Criteria - xii Cemetery Rules and Regulations - xiii Grant Aid Policy/Terms and Conditions and Application Form - xiv IT Policy - xv Freedom of Information Policy (FOI) Terms of Reference - i Finance and General Purposes Committee - ii Staffing Sub Committee - iii Cemetery Sub Committee Risk Assessments - i Remembrance Sunday

	ii Cemetery & Chapel iii The Ark iv The Ark Fire There were discussions around alterations on Grant Aid Policy, F&GP terms of reference, Cemetery Sub Committee terms of reference and renewing the Freedom of Information Policy. The Clerk drew members attention to the Length of Service Criteria and there was discussion around if changes were required on this. Resolved: to approve the above Council policies, Terms of Reference and Risk Assessments, minus Grant Aid Policy, F&GP Committee Terms of Reference, Cemetery Sub Committee terms of reference and Freedom of Information Policy. These to be updated and approved at the next appropriate meetings. Length of Service Criteria to be added to the next Full Council meeting for discussion. Unanimous.
F/27/10	STAFFING - None
F/27/11	CORRESPONDENCE RECEIVED - None
F/27/12	To consider agenda items for next meeting. Cemetery update following the inspections
F/27/13	To note date, time and location of next meeting. 3 November 2026, 6pm The Ark, Tadcaster

The meeting closed at 18:34