

Town Clerk
Mrs G Bell

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23 January 2024

Dear Councillor

Selby Town Council,
The Town Hall,
York Street
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Town Council Meeting - Monday 29 January 2024

You are hereby summoned to attend the meeting of the Town Council which has been arranged for **MONDAY 29 JANUARY 2024, at the TOWN HALL, YORK STREET, SELBY.**

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended by Section 100A of the Local Government Act 1972, Schedule 12A the Public and press may attend the meeting.

Recording at Council Meetings: Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to: - (i) the recording being conducted with the full knowledge of the Chairman of the meeting; and (ii) compliance with the Town Council's Recording of Meetings Policy. Anyone wishing to record must contact the Town Clerk prior to the start of the meeting. Any recording must be conducted openly and not in secret.

To ensure that all matters on this agenda are given due consideration we would ask councillors not to use IT equipment during council meetings for non-meeting activities.

Yours sincerely

Clerk to the Council

To: All Town Councillors

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AGENDA

143 PUBLIC QUESTIONS

144 APOLOGIES FOR ABSENCE

144.1 To **receive** any apologies for absence.

145 DISCLOSURES OF INTEREST

146 VISIT BY NYC OFFICER – TCF SELBY STATION GATEWAY UPDATE

Visit from Julian Rudd – Head of Regeneration South, and Tanya Weston.

147 MINUTES OF LAST MEETING

147.1 Minutes of Full Council Meeting

To **confirm** as a correct record the minutes of the meeting of Council, held on 27 November 2023. (Pages 9 to 15 attached).

147.2 Updates from last meeting

Cemetery Chapel Electricity – The meter readings have and will be submitted directly to SSE to avoid estimated readings going forward.

147.3 Minutes of Land and Property Meeting

To **receive** and **consider** the minutes of the Land & Property Committee meeting held on 4 December 2023. To **note** there were no recommendations from the Land and Property Committee meeting held on 4 December 2023. (Pages 16 to 21 attached).

147.4 Minutes of Council Special Budget Meeting

To **confirm** as a correct record the minutes of the Council Special Budget Meeting held on 18 December 2023. (Pages 22 to 25 attached).

147.5 Notes of Digital Working Group Meeting

To **consider** and **approve** the recommendations from the Digital Working Group held on 17 January 2024. (Pages 26 to 27 attached).

To **note** the Clerk has received an update from the IT Company that they do not store a back-up off site, therefore the Clerk will take a weekly back-up and store at the 1811 building. The portable back-up drives are encrypted and the staff laptops have BitLocker enabled. Both policies have been updated accordingly.

RECOMMENDATION TO COUNCIL THAT:

Item DWG4 - The Information Security Policy is approved with the amendments and that it is reviewed in 2 years.

Item DWG5 - The Business Continuity Policy is approved with the amendments and that it is reviewed in 2 years.

148 CORRESPONDENCE RECEIVED

No correspondence has been received.

149 ACCOUNTS

149.1 Payments

To **note** a folder containing all payments made since the last Town Council meeting will be presented to Council. The RBS report detailing the list of payments, petty cash payments and credit card transactions between 1 – 30 November 2023 and between 1 – 31 December 2023 are attached for **consideration**. (Pages 28 to 35 attached).

Payments for approval over £1,500 are listed below:

Komplan Ltd - £37,392.62 – Community Centre play area – CIL receipts

Marcus Taperell - £3,528.00 – Phase 2 Cemetery Tree Works

Groundwork Yorkshire - £3,840.00 – 2024/25 Woodland (Inner) Contract

Groundwork Yorkshire - £2,040.00 – 2024/25 Woodland (Outer) Contract

The following payments made by the Clerk using delegated powers since the last meeting of Council for over £1,500.00 to be noted

Christmas Plus - £5,476.80 – Installation of Festive Display

149.2 Balances

The balance at the Unity Bank on 31 December 2023 was £794,808.82, the balance at the Lloyds Bank on 31 December 2023 was £9,388.37 and the value of the funds on term deposit are:

- £252,484.09 with Unity Trust Bank Savings Account
- £94,561 (Bid Market Valuation as of 31 December 2023, Mid-Market Valuation £95,937) with Churches, Charities and Local Authorities (CCLA) Property Fund – Prices taken from the CCLA website as no report received.

149.3 Interim Audit Report

To **receive** and **consider** the Interim Audit Report. (Page 36 attached).

To **note** the current Internal Auditor has given notice that they will no longer be

providing the internal audit to the Town Council due to scaling back their work. The Clerk is seeking recommendations and quotations from other companies.

149.4 Market Virement

The virement to transfer funds from the Market Budget to the Staffing Budget for December 2023 for £24.62 and January 2024 for £11.37 to be **considered** and **approved**.

Virements – Market Waste Budget £1,300		
Details 2023/24	Cost £	Balance against Budget
		£1,300.00
Balance B/F		£ 542.66
Dec 2023	£ 24.62	
Jan 2024	£ 11.37	
Balance		£ 506.67

149.5 Wedding Virement

There is no virement to transfer funds from the Wedding Budget to the Staffing Budget for December 2023 and January 2024.

Virements – Wedding Budget £1,800		
Details 2023/24	Cost £	Balance against Budget
		£1,800.00
Balance B/F		£1,576.91
Dec 2023	£0	
Jan 2024	£0	
Balance		£1,576.91

150 TRAINING

To **note** the following training has been completed: -

Role	Training	Date Completed
Deputy Clerk	Rialtas Cemetery Systems (Part 2)	Nov 23
Facilities Manager	Rialtas Cemetery Systems (Part 2)	Nov 23
Admin Officer	Rialtas Cemetery Systems (Part 2)	Nov 23
Admin Officer (2)	Rialtas Cemetery Systems (Part 2)	Nov 23

151 BIG LOCAL

To **receive** the update from Cllr M Davis.

152 POLICIES TO BE REVIEWED

152.1 Biodiversity Policy

To **consider** the Biodiversity Policy. This policy has been issued from Yorkshire Local Councils Association (YLCA). Under the 2021 Environment Act, public authorities (including town and parish councils) who operate in England must consider what they can do to conserve and enhance biodiversity in England.

Government guidance clarifies that, as a public authority, town and parish councils must:

- Consider what they can do to conserve and enhance biodiversity.
- Agree policies and specific objectives based on their consideration.
- Act to deliver their policies and achieve their objectives.

Town and parish councils, unlike other authorities, are not obliged to publish a report on their actions, but the Government guidance requires all public authorities to complete their first consideration of what action to take for biodiversity by 1 January 2024. They must agree their policies and objectives as soon as possible after this and may reconsider the selected actions within 5 years of completing their previous consideration, or more frequently if they choose.

The Clerk recommends adopting the Biodiversity Policy and an action plan be considered and agreed by the Land & Property Committee. (Pages 37 to 38 attached).

152.2 Grants Policy

To **review** the Grants Policy and to **consider** the Clerk's report regarding a council's discretionary powers to fund church repairs, improvements or property. (Pages 39 to 52 attached).

152.3 Equality and Diversity Policy

To **review** the Equality and Diversity Policy. This policy is a NALC policy. (Pages 53 to 57 attached).

153 ONGOING ITEMS – CLERK UPDATE

153.1 Events

Holocaust Memorial Service – The event was held on Friday 26 January at Selby Abbey.

Wedding Show – Sunday 3 March - Following the success of the event held in 2023, it was agreed to again hold the wedding show.

Funeral Fair – Saturday 20 April – To be held in the Abbey with trade stands from local businesses.

153.2 Town Hall – Nothing to report

- 153.3 Town Hall – Arts Centre – A new café choir group have started hiring the studio and meet weekly on a Thursday morning.
- 153.4 Town Hall – Office – Nothing to report
- 153.5 Cemetery – Due to the ground being saturated there have been a number of graves sinking, the team inspect daily and top up as necessary.
- 153.6 Longmann Hills Farmhouse – To note the tenant has renewed for a further 6 months.
- 153.7 Market – The Markets/Events Manager has scheduled a year of markets and events starting with a Pancake Toss competition on Tuesday 13 February
- 153.8 Play Areas – The camera is currently being installed at Barwic Parade.
- 153.9 Allotments – A few tenants have decided not to renew their allotments. This means that there are more available plots than people on the waiting list. These will be advertised through the website and social media.
- 153.10 Website – The Clerk continues to update the website and a page has been added to keep all Policies in one place.
- 153.11 Street Furniture – Unfortunately the Clerk neglected to seek planning permission for the hanging baskets on the telephone box and enforcement have instructed them to be removed. The planters have been moved to the Town Hall courtyard.
- 153.12 1811 Building – No updates
- 153.13 Highways – No updates

154 COMMUNITY ENGAGEMENT

To **note** the Community Engagement gazebo will again be present at the following events throughout 2024: -

Twilight Market – Friday 7 June
Family Fun Day – Sunday 23 June
Oktoberfest – Saturday 19 October

155 PLANNING CONSULTATION RESPONSES

To **receive** the report on Planning Consultations dealt with under delegated authority since the last meeting of Council. (Pages 58 to 59 attached).

156 CLIMATE STRATEGY REPORT

To **note** the Clerk and Deputy Clerk are working on the report and it will be brought to a later meeting, and that the item will stay on the agenda.

157 WORKING TOWARDS NET ZERO

To **consider** approving to receive all agendas by email only. A paper copy would be provided at the meeting for the Chair.

One of the ways the Council can work towards Net Zero is by reducing the amount of paper we use. A typical agenda and associated papers can amount to upwards of 25 sheets of paper, and as this can be multiplied by up to 20 copies is a considerable amount of paper.

158 PRIVATE SESSION

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 the Public and press will be excluded from the meeting for the discussion of the following exempt business. (Items 158 to 160).

159 SALARIES AND OVERTIME

To **approve** the December 2023 and January 2024 Schedule of Salary Payments.

160 SUPPORT FOR REFUGEES IN OUR COMMUNITY

To **consider** ways of welcoming and supporting refugees in our community.

161 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

161.1 Schedule of Meetings

To consider the Draft Schedule of Meetings 2024/25 (Page 60 attached).

Monday 12 February 2024

Monday 26 February 2024

Monday 4 March 2024

Monday 11 March 2024

Monday 18 March 2024

Monday 25 March 2024

Finance & Staffing

Council

Land & Property

Town Hall Management Committee

Health, Safety and W. Group

Council