

Town Clerk
Mrs G Bell

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20 February 2024

Dear Councillor

Selby Town Council,
The Town Hall,
York Street
Selby YO8 4AJ
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admin@selbytowncouncil.gov.uk

Town Council Meeting - Monday 26 February 2024

You are hereby summoned to attend the meeting of the Town Council which has been arranged for **MONDAY 26 February 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

G Bell

Clerk to the Council

To: All Town Councillors

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AGENDA

162 PUBLIC QUESTIONS

163 APOLOGIES FOR ABSENCE

To **receive** any apologies for absence.

164 DISCLOSURES OF INTEREST

165 MINUTES OF LAST MEETING

165.1 Minutes of Full Council Meeting

To **confirm** as a correct record the minutes of the meeting of Council, held on 29 January 2024. (Pages 9 to 18 attached).

165.2 Updates from last meeting

To **note** there are no updates since the last meeting.

165.3 Minutes of Finance and Staffing Meeting

To **consider** and **approve** the recommendations from the Finance and Staffing Committee meeting held on 12 February 2024. (Pages 19 to 25 attached).

RECOMMENDATION TO COUNCIL THAT:

1. FS36.2

- i. £100,000 be deposited in Unity Trust Bank 6 month Deposit Account,**
- ii. £100,000 be deposited in Unity Trust Bank 12 month Deposit Account, and**
- iii. £52,484.09 be left in the Unity Trust Bank Instant Access Account.**

- 2. FS38.2** It was agreed to re-write section 3 and make some minor changes to some of the other sections.

The Draft Business Plan be approved with the abovementioned changes.

- 3. FS43.2** **The Council offer a full settlement up to the employees retirement date. (The outcome of the medical report is awaited).**

4. FS43.3

- i. Council recruit an apprentice,
- ii. Enter an apprenticeship agreement with Askham Bryan College, and
- iii. Recruit a part-time Resource Assistant (24hrs) to start late spring.

5. FS45.1 The below fees be approved.

Local per hour (Office hours 9am – 5pm)	£12
Standard per hour (Office hours 9am – 5pm)	£16
Commercial per hour (Office hours 9am – 5pm)	£33
Local – Full Day (8hrs from 9am to 5pm)	£60
Standard – Full Day (8hrs from 9am to 5pm)	£80
Commercial – Full Day (8hrs from 9am to 5pm)	£165
Local per hour (Weekday after 5pm)	£22
Standard per hour (Weekday after 5pm)	£26
Commercial per hour (Weekday after 5pm)	£43
Local per hour (Saturday & Sunday)	£44.50
Standard per hour (Saturday & Sunday)	£48.50
Commercial per hour (Saturday & Sunday)	£65.50

6. FS45.2 The below fees not to be increased.

Weekly Market / Bank Holiday Market

	Per foot	Per metre
Regular trader	£1.30	£4.26
Casual trader	£1.70	£5.58
Bank Holiday trader	£2.50	£8.20
MINIMUM fee for B/Hol trader	£30	

Farmers Market

Pitch only	£15
Hire of pitch, gazebo & table	£25

166 CORRESPONDENCE RECEIVED

166.1 To **receive** the resignation of Councillor G Jordanowski and to **note** that the Clerk has notified North Yorkshire Council of the vacancy (Pages 26 to 27 attached).

166.2 To **receive** and **consider** an email regarding the Remembrance Parade (Pages 28 to 30 attached).

167 ACCOUNTS

167.1 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 – 31 January 2024 are attached for **consideration**. (Pages 31 to 34 attached).

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

Bound and Gagged Ltd - £2,073.60 – Omid Djalili Performance Fee

Christmas Plus - £2,347.20 – Dismantle of Festive Display

167.2 Balances

The balance at the Unity Bank on 31 January 2024 was £759,208.48, the balance at the Lloyds Bank on 31 January 2024 was £9,456.77 and the value of the funds on term deposit are:

- £252,484.09 with Unity Trust Bank Savings Account
- £94,218 (Bid Market Valuation as of 31 January 2024, Mid-Market Valuation £95,593) with Churches, Charities and Local Authorities (CCLA) Property Fund – Prices taken from the CCLA website as no report received.

167.3 Market Virement

The virement to transfer funds from the Market Budget to the Staffing Budget for February 2024 for £58.71 to be **considered** and **approved**.

Virements – Market Waste Budget £1,300		
Details 2023/24	Cost £	Balance against Budget
Balance B/F		£ 506.67
Feb 2024	£ 58.71	
Balance		£ 447.96

167.4 Wedding Virement

There is no virement to transfer funds from the Wedding Budget to the Staffing Budget for February 2024.

Virements – Wedding Budget £1,800		
Details	Cost £	Balance against Budget

2023/24		
Balance B/F		£1,576.91
Feb 2024	£0	
Balance		£1,576.91

168 TRAINING

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

Role	Training	Date Completed
Clerk	Subject Access Requests	6.2.24

169 BIG LOCAL

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

170 ONGOING ITEMS – CLERK UPDATE

170.1 Events

Wedding Show – Sunday 3 March – All plans in place ready for the show on Sunday.

Funeral Fair – Saturday 20 April – Invitations have been sent to local Funeral Directors, Stonemasons, Florists, Celebrants, Venue Hire and Caterers.

170.2 Town Hall – No updates.

170.3 Town Hall – Arts Centre – No updates.

170.4 Town Hall – Office – No updates.

170.5 Cemetery – The waste / rubbish pile has been removed from the area being developed as the Peace Garden. The snow drops that were planted last year are all springing in to bloom.

170.6 Longmann Hills Farmhouse – heating to be considered at item 179.

170.7 Market – The Pancake event was a great success. To note that the Market Working Group meeting has been moved to the 10 May.

170.8 Play Areas – No issues currently.

170.9 Allotments – Most of the rents have been paid and available plots are starting to be offered to people on the waiting list.

170.10 Website – No updates.

170.11 Street Furniture – No updates.

170.12 1811 Building – No updates.

170.13 Highways – No updates.

171 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

172 AFFORDABLE HOUSING

To **consider** a motion proposed by Cllr S Shaw-Wright that Selby Town Council is concerned by the removal of the 40% target for affordable homes in the local plan, and asks North Yorkshire Council to reinstate the 40% target without delay or delay to the local plan.

173 PLANNING CONSULTATION RESPONSES

To **receive** the report on Planning Consultations dealt with under delegated authority since the last meeting of Council. (Page 35 attached).

174 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.

175 ENVIRONMENT COMMITTEE

To **appoint** 6 members of council to sit on the Environment Committee, including the Mayor and Deputy Mayor. The Clerk suggests the first meeting of the committee to take place on Monday 8 April 2024 at the Town Hall and to start at 7pm. (Page 36 attached).

176 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 177 to 180).

177 SALARIES AND OVERTIME

To **approve** the February 2024 Schedule of Salary Payments.

178 SUPPORT FOR REFUGEES IN OUR COMMUNITY

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

179 LONGMANN HILLS FARMHOUSE

To **receive** and **consider** the quotation to install radiators to the upstairs of the Farmhouse. (Pages 37 to 39 attached).

180 INTERNAL AUDITOR

To **consider** appointing Sancton Accounting Services as the Town Councils Internal Auditor for the years 24/25 and 25/26 (Page 40 attached).

181 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 4 March 2024
Monday 11 March 2024
Monday 18 March 2024
Monday 25 March 2024

Land & Property
Town Hall Management Committee
Health, Safety and W. Group
Council

Monday 15 April 2024
Monday 29 April 2024
Friday 10 May 2024

Special Council Grants Meeting
Council
Market Working Group