



**MINUTES OF THE PROCEEDINGS OF SELBY TOWN COUNCIL  
HELD ON MONDAY 29 JANUARY 2024 AT THE TOWN HALL,  
YORK STREET, SELBY**

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**PRESENT: Cllrs M Dyson, K Arthur, T Beharrell, M Lawton, S Shaw-Wright, C Laskey, J Proud, R Harrison, K Franks, M Davis, S Andrew and I Lawton**

**143 PUBLIC QUESTIONS**

There were no members of the public present.

**144 APOLOGIES FOR ABSENCE**

144.1 Cllrs G Lockley, F Matthews, J Shaw-Wright, W Nichols and H Davis.

**145 DISCLOSURES OF INTEREST**

Cllr K Arthur declared an interest in item 146.

**146 VISIT BY NYC OFFICER – TCF SELBY STATION GATEWAY UPDATE**

An update regarding the TCF Station Gateway Project was provided by Officers from North Yorkshire Council. They informed members that following a number of challenges, not least the rise in construction costs, a de-scoping exercise meant that Phase 1 of the master plan had been removed. A full business case has been submitted to the Government and the West Yorkshire Combined Authority and the outcome was expected on 27 March 2024. The contractors were likely to be appointed in July this year with an expected start date of January 2025. The Members expressed their disappointment in the reduction of the scheme and that it had taken so long to reach this stage, and they felt that there was little benefit to the residents of Selby. Once the scheme has been finalised, North Yorkshire Council and the contractors will attend council to present the plans and answer any further questions.

**147 MINUTES OF LAST MEETING**

147.1 Minutes of Full Council Meeting

The minutes of the meeting of Council, held on 27 November 2023 were considered.

A member of council asked if the volume of decorative lights in the cemetery could be monitored following the relaxing of the rules over the Christmas period.

The Clerk updated that we are waiting on the contractors to remove the Christmas lights in the town centre.

**RESOLVED THAT:**

- i. **The minutes of the Town Council Meeting held on 27 November 2023 be approved as a correct record, and**
- ii. **That the Facilities Manager reviews the volume of decorative lights in the cemetery.**

#### 147.2 Updates from last meeting

The Clerk updated that the cemetery chapel electricity meter readings have and will be submitted directly to SSE to avoid estimated readings going forward.

**RESOLVED: That the update be noted.**

#### 147.3 Minutes of Land and Property Meeting

The minutes of the Land & Property Committee meeting held on 4 December 2023 were considered. It was noted that there were no recommendations.

A member of council asked if there was an update on the cemetery paths. The Clerk advised that it is diarised to write a letter to the company as they are not responding to any of the emails that have been sent.

**RESOLVED: That the minutes of the Land and Property Meeting held on 4 December 2023 be approved as a correct record.**

#### 147.4 Minutes of Council Special Budget Meeting

The minutes of the Council Special Budget Meeting held on 18 December 2023 were considered.

The list of attendees had been omitted from the minutes. These will be added and then published to the website.

**RESOLVED: That the minutes of the Council Special Budget Meeting held on 18 December 2023 be approved as a correct record subject to the abovementioned correction.**

#### 147.5 Notes of Digital Working Group Meeting

The recommendations from the Digital Working Group held on 17 January 2024 were considered.

It was noted that 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.

The Clerk advised that there is an option to store the backups in the cloud. More information will be provided at the next Digital Working Group Meeting.

**RESOLVED THAT:**

- i. **The minutes of the Digital Working Group meeting held on 17 January 2024 be approved,**
- ii. **The Clerk will get more information for cloud storage and present to the Digital Working Group, and**
- iii. **The following recommendations be approved:**

**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**

There was no correspondence received.

**149 ACCOUNTS**

**149.1 Payments**

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 were considered.

The following payments over £1,500 were approved

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 payment made by the Clerk using delegated powers since the last meeting of Council for over £1,500.00 was noted

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

**RESOLVED: That**

- i. **The list of payments between 1 – 30 November 2024 in the sum of £94,288.63, the credit card payments made between 1 – 30 November 2024 in the sum of £1,263.71 and the Petty Cash payments made between 1 – 30 November 2024 in the sum of £522.00 be approved,**
- ii. **The list of payments between 1 – 31 December 2023 in the sum of £62,694.27, the credit card payments made between 1 - 31 December 2024 in the sum of £381.61 and the Petty Cash payments made between 1 – 31 December 2024 in the sum of £223.00 be approved, and**
- iii. **The abovementioned payments over £1,500 be approved.**

#### 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.

**RESOLVED: That the balance at the Unity Trust Bank, Lloyds Bank and funds on long term deposit be noted.**

#### 149.3 Interim Audit Report

The Interim Audit Report was considered.

It was noted that 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 updated that it is proving difficult to find a new auditor. One has been identified but they will only do the audit remotely via email which is quite time consuming. The Clerk will continue to look at options.

**RESOLVED: That the update be noted.**

#### 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 was considered.

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

**RESOLVED: That the virement to transfer funds from the Market Budget to the Staffing Budget for December 2023 and January 2024 be approved.**

#### 149.5 Wedding Virement

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

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

#### 150 TRAINING

It was noted that the following training had 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

**RESOLVED: That the update be noted.**

#### 151 BIG LOCAL

Cllr M Davis provided an update regarding the building works.

**RESOLVED: That the update be noted.**

#### 152 POLICIES TO BE REVIEWED

##### 152.1 Biodiversity Policy

The Clerk presented the Biodiversity Policy to the council for consideration.

A member of council suggested that an Environmental Working Group should be formed to review all of the environmental projects for the Town Council.

**RESOLVED THAT:**

- i. The Biodiversity Policy be approved, and**
- ii. That an Environmental Working Group is formed from members of the council.**

### 152.2 Grants Policy

The Clerk presented the Grants Policy for reviewing. The Clerk suggested adding to the policy a section regarding a council's discretionary powers to fund church repairs, improvements or property.

Council decided to leave the policy as it is for this year and then to review it January 2025 following receipt of the evaluation forms for 2023 grants. The above section will then be added into the policy at this point.

A member of council raised a query about the admin email address within the policy. The Clerk will test the two versions of the email address to confirm that they both work.

**RESOLVED THAT:**

- i. The Grants Policy be approved,**
- ii. The Clerk checks the two email addresses and amends the policy accordingly, and**
- iii. The review date to be agreed as January 2025.**

### 152.3 Equality and Diversity Policy

The Clerk presented the Equality and Diversity Policy to council for consideration. This policy is a NALC policy.

**RESOLVED THAT:**

- i. The Equality and Diversity Policy be approved, and**
- ii. The policy be sent to Selby Town Council staff for consultation.**

## 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 – The Clerk updated that planning enforcement have instructed the hanging baskets to be removed from the telephone box. The planters have been moved to the Town Hall courtyard.

Council requested that planning permission is requested to put the hanging baskets back on the phone box.

- 153.12 1811 Building – No updates
- 153.13 Highways – No updates

A member of council requested that the Clerk writes to Highways to ask why Selby car parks are pay and display while other towns close by do not have to pay for parking.

**RESOLVED THAT:**

- i. **The updates be noted,**
- ii. **The Clerk applies for planning permission to put hanging baskets on the telephone box, and**
- iii. **The Clerk writes to Highways to ask why parking in Selby is not free when it is in other towns.**

**154 COMMUNITY ENGAGEMENT**

It was noted that 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



The Clerk updated that more dates may be added throughout the year and any help from councillors on the stalls would be appreciated.

**RESOLVED: That the update be noted.**

## **155 PLANNING CONSULTATION RESPONSES**

The Clerk reported on Planning Consultations dealt with under delegated authority since the last meeting of Council.

Council requested that a letter is written to Heritage regarding the planning application for The Square Bar and Club. The renovation would affect part of the listed building of the Abbot's Staith. There is also a section of the building that was developed without planning permission that is causing damage to the roof of the Abbot's Staith building.

**RESOLVED THAT:**

- i. The Planning Consultations dealt with under delegated authority be approved, and**
- ii. The Clerk writes to Heritage regarding the planning application for The Square Bar and Club.**

## **156 CLIMATE STRATEGY REPORT**

It was noted 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.

**RESOLVED: That the update be noted.**

## **157 WORKING TOWARDS NET ZERO**

It was considered that council will receive all agendas by email only. A paper copy would be provided at the meeting for the Chair.

The Clerk updated that the projector and screen could be used at meetings to display the agenda. The agenda is also formatted with a contents page that links to the relevant section within the agenda to make it easier to navigate the pack.

**RESOLVED THAT: From the 1 April 2024 all agendas will no longer be sent by post and will be sent by email.**

## **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**

The December 2023 and January 2024 Schedule of Salary Payments were presented for approval.

**RESOLVED: That the December 2023 and January 2024 Schedule of Salary Payments be approved.**

**160 SUPPORT FOR REFUGEES IN OUR COMMUNITY**

Cllr M Davis provided an update.

**161 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS**

**161.1 Schedule of Meetings**

The Draft Schedule of Meetings 2024/25 was considered.

The Clerk updated council on the change to the Annual Town Meeting. This year it will be held on the same day as the Grants Presentation.

**RESOLVED: That the update be noted.**

**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 Committee**

**Council**

**Health, Safety & Welfare W. Group**

**Town Hall Management Committee**

**Land & Property Committee**

**Council**