



Selby Town Council Draft Business Plan 2024-2034



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1. Introduction

This Business Plan sets out Selby Town Council's vision for the period 2024-2034. The plan ensures that the Town Council has an overarching strategy in place to guide the Council's direction.

The purpose of the Business Plan is to provide an overview of the Town Council's strategic objectives; it is a statement of the Town Council's vision and objectives, ensuring that the Council can take a consistent approach to:

- The development of strategies
- The design and delivery of services
- The need to improve facilities
- The prioritisation and allocation of resources
- The achievement of value for money

The Business Plan remains a living document, which will be regularly monitored, reviewed, and updated, responding to pressures arising from changing circumstances and forms the basis for the following years Action Plan.

While the Business Plan is a statement of intent, there may be occasions where budgetary constraints, policy, or legislative changes result in the Council having to make decisions contrary to those stated. This will result in changes being made to the Plan and an updated version being produced accordingly.

2. Community Involvement in the Business Plan Process

To ensure that the Business Plan is compatible with residents' requirements and wishes, the Council initially consulted with the public via Community Engagement at various Town Council events and through the Town Council's website and other social media platforms. The community was asked about their likes and dislikes about the town and what they felt are important objectives for the Town Council. Following this initial consultation this draft document has been produced and was considered by Council in February 2024. This draft is now out for public consultation during Spring 2024 before a final draft is considered and approved in July 2024.

3. Selby

Selby is the principal town and centre of population within the former District of Selby in North Yorkshire. Selby town has a population of approximately 20,000, the 2011 census registered Selby town population as 14,731.

Selby is a market town, with a weekly market held on a Monday and lies on the tidal River Ouse in a natural area of Yorkshire known as the Humberhead Levels. Historically, Selby town was part of the West Riding of Yorkshire until 1974.

Selby is 22 km from York, 42 km from Leeds and 48 km from Hull. The town is well served by motorways and railways with a direct service to London, making Selby a popular residential area, as evidenced by the population growth.

Selby Abbey is the main tourist attraction for both the town and local area, bringing in tourists, usually for day visits, from as far afield as America. Selby Abbey has links to the Washington family [Washington Window - Selby Abbey](#)



Every third Saturday of the month on Selby's marketplace, situated in front of the Abbey, a Monthly Farmers and Craft Market is held, where local traders and artisans purvey their products.

Selby is a popular place to live and is a destination for services and shopping to surrounding smaller towns and villages acting as the retail centre of the former District of Selby.

Selby also hosts a livestock market emphasising Selby's rural heritage [HOME - Selby Livestock Auction Mart \(selbymart.co.uk\)](#)

In recent years, large housing developments have sprung up around the outskirts of the town centre providing a mix of housing types; homes in Selby offer excellent value when compared to prices in Leeds and York. Easy access to rail and road links to these cities means that many families have moved into Selby to benefit from a semi-rural lifestyle, with an easy commute to major employment sites.

There are two secondary schools, five primary schools and a further education college, within the town boundary, providing good quality education to the younger members of our community.

Several sports clubs, including football, rugby and cricket, a sports centre, swimming pool, skate park, tennis club, children's play areas a park and a number of private gyms are located in Selby town.

Scott Road Community Field and Bondgate Community Woodland a 3-hectare site adjacent to a major housing site, both provide natural green areas for the community.

4. Your Council

Parish and Town Councils are democratically elected local authorities with duties and privileges conferred by Act of Parliament. Selby Town Council came into being in April 1974 and adopted Section 245(6) of the Local Government Act 1972 which gives Parish and Town Councils the power by resolution to allow themselves the title of Town Council and the Chair of a Town Council be entitled to be known as the 'Town Mayor'.

The Council is a corporate body with perpetual succession (Local Government Act 1972 s.14 (2)). Decisions made by the Council are the responsibility of the Council as a whole. Selby Town Council has the General Power of Competence (GPC). The Town Council resolved at their Annual Meeting in May 2022 until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence which gives Local Authorities "the power to do anything that individuals generally may do as long as they do not break any other laws". It is a power of first resort.

The Town Council holds sole responsibility for the services it provides. The Town Council works within a policy framework reflecting the range of its legislative responsibilities, its powers and duties and its responsibilities as an employer. There is a programme to regularly review and update if necessary throughout the year and they are published on the Town Council's website www.selbytowncouncil.gov.uk

The Town Council offices are at the:

Town Hall, York Street, Selby, YO8 4AJ.

The office is open to the public Monday to Friday between 10am and 4pm.

The Council has a Town Mayor (in the role of Chair of the Council) and a Deputy Mayor. The holders of these positions are elected each year at the Annual Council Meeting held in May.

Council meetings are held monthly, with exception of August and December, usually on the last Monday and is supported by two committees, Finance and Staffing and Land and Property who both meet quarterly and the Town Hall Management committee which meets twice a year.

The meetings are open to the public and time is set aside at each Council meeting for members of the public (Public Bodies (Admission to Meetings) Act 1960).

In addition to formal council meetings there are three Working Groups:

Markets and Health, and Safety & Welfare which meet at least twice a year, and the Digital Working Group which meets when required.

Details are published on www.selbytowncouncil.gov.uk

The Council consists of 18 Members representing four wards who are elected every four years:

North Ward

George Lockley
g.lockley@selbytowncouncil.gov.uk

Richard Harrison
r.harrison@selbytowncouncil.gov.uk

Fred Matthews
f.matthews@selbytowncouncil.gov.uk

Steve Shaw-Wright
Cllr.Steve.Shaw-wright@northyorks.gov.uk

Keith Franks
k.franks@selbytowncouncil.gov.uk

South Ward

Sue Andrew
s.andrew@selbytowncouncil.gov.uk

Holly Davis
h.davis@selbytowncouncil.gov.uk

Tom Beharrell
t.beharrell@selbytowncouncil.gov.uk

Jack Proud
j.proud@selbytowncouncil.gov.uk

Wendy Nichols
w.nichols@unison.co.uk

Melanie Davis
m.davis@selbytowncouncil.gov.uk

West Ward

Karl Arthur
k.arthur@selbytowncouncil.gov.uk

Vacancy

Michael Dyson
m.dyson@selbytowncouncil.gov.uk

Maxine Lawton
m.lawton@selbytowncouncil.gov.uk

Ian Lawton
i.lawton@selbytowncouncil.gov.uk

Craig Laskey
c.laskey@selbytowncouncil.gov.uk

St James Ward

Jennifer Shaw-Wright
j.shawwright@selbytowncouncil.gov.uk

5. Staffing Structure

The administration of the Town Council is managed by a qualified Town Clerk who is appointed by the Council. The Town Clerk is required to carry out all the functions required by law as the Town Council's Proper Officer and to issue all statutory notifications. The Town Clerk also acts as the Responsible Finance Officer (RFO) and advises the Council on legal, financial and policy matters.

The Town Clerk is supported by a part-time Deputy Town Clerk who is responsible, and has delegated authority, when the Town Clerk is absent and who also oversees Community Engagement.

The Facilities Manager has day to day operational responsibility for the Cemetery and maintenance of the Council's other property, including three allotment sites, the Town Hall and 1811 building and three play areas, and the Community Centre, Community land, play area and Bondgate Woodland on behalf of Selby Community Trust.

The Arts Officer develops and manages the extensive Town Council Art's Programme [Selby Town Hall](#)

The Markets/Event Manager manages the markets on behalf of the Town Council, ensures that all traders are operating safely and that all rules are adhered to, and develops and manages new events / markets [Markets - Selby Town Council](#)

Support is provided by two Administrative Officers (one full and one part time) and a Resource team made up of a Facilities Supervisor, 2 Resource Assistants and 2 Caretaker/Cleaners.

6. Council Assets and Areas of Responsibility

- Town Hall
- 1811 Building
- Cemetery
- Cemetery Chapels
- Longmann Hill's Farmhouse (Private let)
- Cemetery Lodge (Let to a staff member)
- Play Areas
- Allotments sites

Areas of Responsibilities

- Town Hall Art's Centre Programme
- Town Hall hire – including a Registered Wedding Venue
- Cemetery related services
- Allotments
- Weekly Market
- Monthly Farmers Market
- Christmas Lights and Switch-On Event
- Civic Remembrance Events
- Food & Drink Festival
- Beer Festival
- Specialist Markets
- Street-lighting and furniture
- Bus Shelters
- Hanging Baskets & Planters
- Selby In Bloom
- Grounds Maintenance
- Community Events – Annual Family Fun Day and Bonfire and Fireworks Event

The Town Council also manage and support Selby Community Trust, (Charity No. 523830) which includes – Scott Road Community Centre, Community Land, Community Pond, and Bondgate Community Woodland.



7. Meeting Future Demands

The town has considerable potential for development and enhancement, but it will be necessary to tackle such issues that may arise as a result of further housing development, and Double Devolution.

In April 2023, the new North Yorkshire Council brought together all services previously delivered by the County Council, Borough, and District Councils. Some of these services could be transferred to parish and town councils in the future, therefore Selby Town Council will need to consider the implications of taking on any additional services.

The town is completing a Neighbourhood Development Plan for Selby, which follows extensive consultation with the community, both individuals and community organisations.

8. Council Vision, Core Values and Behaviours

‘Our Town will be vibrant and welcoming, with an inclusive and engaged community enriching the lives of all who live, work and visit Selby by constantly working towards providing an improved sustainable, and life enhancing environment for all.’

In order to achieve this vision, each of the Committees will deliver through an annual action plan which in turn will cascade into the staff objectives for the Town Council. They will do this whilst using the Council’s Core values:-

- Inclusive and engaged Community
- Being Fair
- Learning and developing
- Communicating well
- Delivering quality and sustainable services

- Thinking Innovatively
- Supporting each other
- Providing leadership

9. Objectives

1. A flourishing town and community
2. Focus on our environment
3. An engaged town council
4. An efficient and effective town council

9.1 A flourishing town and community

Aims

- Revisit and complete the Neighbourhood Plan
- Encourage more people to use the town centre through the regular markets and public events supported by commercial sponsorship whenever possible
- Work with local authority partners to improve the towns infrastructure
- Continue to improve the standards of our play areas
- Ensure that developer contributions appropriately target the needs of the community
- Work with partners to provide initiatives to ensure the town remains a safe place
- Work with local stakeholders to identify and tackle hidden needs within our community
- Provide grants to community organisations based or working in the town

9.2 Focus on our environment

Aims

- Deliver a proactive action plan targeted at reducing our corporate environmental impact to meet our aspiration to be working towards being carbon zero by 2030
- Deliver a Nature Recovery Plan supporting appropriate re-wilding areas of land owned or managed by the Town Council, planting hedgerows, wildflowers, and trees
- Increase public awareness of positive actions that can be taken to reduce environmental harm and support the Nature Recovery plan, champion “nature heroes” in the community and signpost resources
- Support biodiversity initiatives

- Promote environmentally friendly practices and reduce waste for all town council activities and events wherever possible
- Consider investment in renewable energy facilities at Council owned properties
- Support and promote opportunities for new or enhanced cycle routes
- Consider the environmental impact of proposed developments and comment on planning applications encouraging green initiatives

9.3 An engaged town council

Aims

- Engage with the community and encourage participation in decision making, securing better services, and creating a more active and informed community
- Ensure the website is maintained with up-to-date information and promote through social media
- Improve consultations
- Continue to produce a bi-annual newsletter keeping residents up to date with Council activities and services delivered by North Yorkshire Council
- Continue to ensure transparency in all council business wherever possible

9.4 An efficient and effective town council

Aims

- Manage financial matters by prioritising expenditure and seeking value for money in all Council's purchases and contracts
- Operate within the legal framework – ensure the governance documents are regularly reviewed and updated in line with changes in law
- Manage risk proactively and protect the assets of the town council through effective insurance and asset management
- Ensure the Council's work is transparent to the community through the website, newsletter and meetings held in public
- Maintain an up-to-date Register of Councillors Interests
- Ensure council officers are up to date with relevant training
- Continue working towards achieving Quality Gold Local Council Award which recognises the professionalism of local councils in delivering services

10 Financial Information

The Town Council has a budget of £908,183 for 2024/25, which is funded by a range of services and the precept of £637,643 (equates for a Band D household to £128.95 per year – or £2.48 a week).

The Town Council regularly scrutinises its finances to ensure that all plans are affordable. As well as managing "operational" budgets on a year-to-year basis, Selby Town Council takes pride in also managing its sustainable long-term future. Selby Town Council has established a number of Earmarked Reserves (EMR's) to allow for future expenditure commitments. Each one of these EMR's has been built up over a number of years by "topping up" the appropriate EMR from the annual operational accounts.

The Town Council adopts a balanced approach to its levels of reserves which are reviewed quarterly by the Finance & Staffing Committee. The Reserves EMR is maintained to a level of 3 – 6 months operating costs.

The Council is registered for VAT and is therefore able to recover this element.



10.2 Budget 2024/25

Expenditure	Budget 2024/25
Administration – Including Salaries	554,993
Civic	4,300
Grounds Maintenance	16,110
Cemetery	24,380
Allotments	5,000
Community Grants	42,750
Property – Town Hall, 1811, Cemetery Lodge, Longmann Hills Farmhouse (Maintenance & utilities)	51,230
Play Areas	5,250
Street Lighting	5,000
Selby In Bloom	5,150
Markets	5,000
Events	70,320
Weddings	1,200
Arts & Culture	79,000
Earmarked Reserves “Top ups”	27,500
Contingencies	11,000
Total Expenditure	908,183
Income	
Cemetery	90,000
Community Trust – Management Fee	38,000
Allotments	8,000
Property (Rents & Hire Fees)	22,340
Weddings	4,000
Selby In Bloom	600
Markets	17,200
Events	18,400
Arts & Culture	69,000
Investment Interest	3,000
Precept	637,643
Total Income	908,183

11 Action Plan

The current years action plan is attached to this document. This Plan summarises what the council plans to achieve, including how the Council continues to manage its assets and deliver day to day services.

Following final public consultation and once the draft Business Plan has been approved by Council, the objectives / aims will be added to the Action Plan.

12. Reviewing the Business Plan

The Business Plan will be a regular item on the agenda for the Finance & Staffing Committee to ensure the Council formally reviews its progress and objectives.

The Business Plan will be reviewed by Full Council in October each year to enable any changes to be considered during the budget planning for the following year. The Business Plan will help form the following year's Action Plan.

Our Business Plan shall form one of the many ways the Council inform the public about what we are doing to meet the needs of the community. We welcome any comments on our Business Plan and would appreciate your views on its content and format.

More information about the Council is available on our website

www.selbytowncouncil.gov.uk

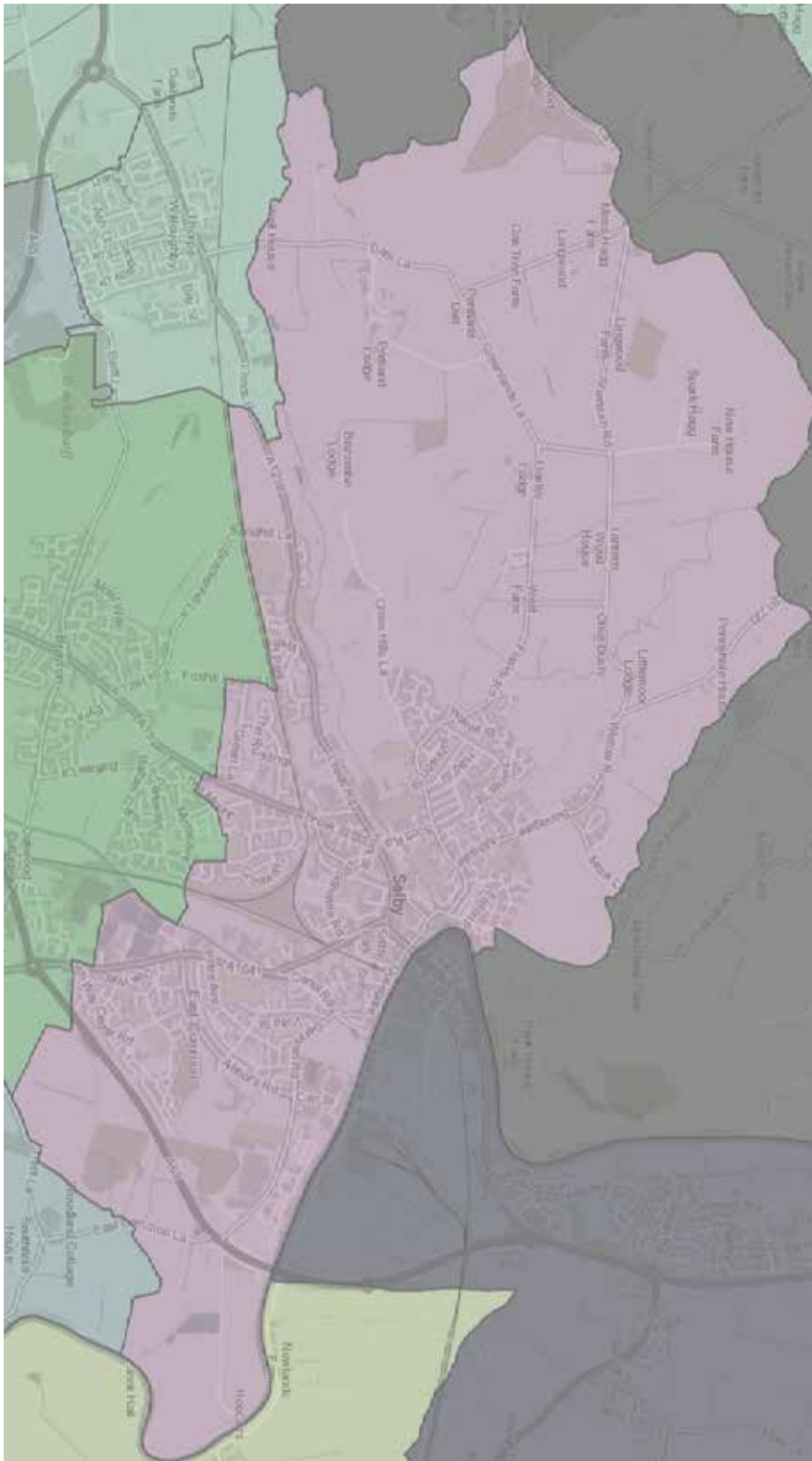
13. How to contact us:

Selby Town Council
The Town Hall
York Street
Selby
YO8 4AJ

Tel: 01757 708449

Email: admin@selbytowncouncil.co.uk

14. Selby town Boundary Map
(Shown below in pink)



[Selby Locality \(arcgis.com\)](http://arcgis.com)



Selby Town Council Action Plan 2023 – 2027

Selby Town Council prepares an Action Plan to ensure that operational decision making is transparent, and priorities are appropriately resourced. The Action Plan summarises our current responsibilities and the projects and proposals we will develop and/or deliver. This is a working document and progress will be reviewed at Committee meetings throughout the year, adding to it or amending as necessary. The Action Plan will inform the budget setting process.



Action	Responsible Committee and Officer	Timescale	Progress Update	Brief / Community Engagement	Proposed Funding
Property and Assets					
<u>Allotments</u> To continue to provide allotments across 3 sites.	Land & Property committee Facilities Manager Admin. Officer	On-going		Regular updates from Officers at committee meetings. Feedback at annual allotment tenants meeting	Operational budget
To standardise all plots as they become vacant	Land & Property committee Facilities Manager Admin. Officer	10 years	Clearance well under way and plots being split	Regular updates from Officers at committee meetings. Feedback at annual allotment tenants meeting All minutes from meetings published on the website.	Operational budget & Allotment EMR
To complete next phase of dyke works at Stonebridge site	Land & Property committee Facilities Manager	2 years	Some of the drainage works have been completed at the same time as the clearance works	Regular updates from Officers at committee meetings. Feedback at annual allotment tenants meeting	Efficiency EMR
<u>Cemetery</u> To continue to maintain and improve the cemetery grounds	Land & Property committee Facilities Manager	On-going	Daffodil bulbs donated by Morrisons have been planted in the Cemetery	Regular updates from Officers at committee and Council meetings. Regular posts on the website, social media and press releases.	Operational budget.

Action	Responsible Committee and Officer	Timescale	Progress Update	Brief / Community Engagement	Proposed Funding
To develop the area for the Peace Garden	Land & Property committee Facilities Manager Town Clerk	5 years	The waste pile has been removed and some used to level some areas of ground.	Regular updates from Officers at committee and Council meetings. Regular posts on the website, social media and press releases.	Cemetery EMR
To restore both chapels	Land & Property committee Town Clerk Facilities Manager	3 years		Regular updates from Officers at committee and Council meetings. Regular posts on the website, social media and press releases.	EMR's / possible Public Works Loan
To build a new workshop / storage facility	Land & Property committee Facilities Manager	1 year		Regular updates from Officers at committee and Council meetings. Regular posts on the website, social media and press releases.	EMR
To complete Jubilee Path – planting	Land & Property committee Facilities Manager	1 year	Wildflower scheme planned for delivery in Spring and Autumn 2024	Regular updates from Officers at committee and Council meetings. Regular posts on the website, social media and press releases.	EMR
To continue administrating the Tree Maintenance Plan	Land & Property committee Facilities Manager	On-going	Completed stage 2.	Regular updates from Officers at committee and Council meetings. All minutes on the website	Cemetery Paths & Trees EMR

Action	Responsible Committee and Officer	Timescale	Progress Update	Brief / Community Engagement	Proposed Funding
To install path in Cemetery area ext G & H	Land & Property committee Facilities Manager	2 years		Regular updates from Officers at committee and Council meetings. All minutes on the website	Cemetery Long-term Dev Fund EMR
<u>Wistow Road Play Area</u> To continue to maintain the play area	Land & Property committee Facilities Manager	On-going		Regular updates from Officers at committee and Council meetings. All minutes on the website	Operational budget
<u>Barwic Play Area</u> To continue to maintain the play area	Land & Property committee Facilities Manager	On-going	CCTV installed.	Regular updates from Officers at committee and Council meetings. All minutes on the website	Operational budget
<u>Flaxley Road Play Area</u> To continue to maintain the play area	Land & Property committee Facilities Manager	On-going		Regular updates from Officers at committee and Council meetings. All minutes on the website	Operational budget

Action	Responsible Committee and Officer	Timescale	Progress Update	Brief / Community Engagement	Proposed Funding
<u>Town Hall</u> To continue to maintain the Town Hall	Land & Property committee Facilities Manager	On-going		Regular updates from Officers at committee and Council meetings. All minutes on the website	Operational budget
To sand the floor in the Art's Centre	Land & Property committee Facilities Manager	6 months	Completed	Update from Officers at committee and Council meetings. All minutes on the website	Asset Replace/ Refurb. EMR
To consider replacing the heating system at the Town Hall	Land & Property committee Facilities Manager	3 years		Update from Officers at committee and Council meetings. All minutes on the website	Efficiency EMR
<u>1811 Building</u> To complete maintenance programme of works	Land & Property committee Facilities Manager	1 year		Regular updates from Officers at committee and Council meetings. All minutes on the website	1811 EMR
<u>Streetlighting</u> To replace with LED, if compatible	Land & Property Committee Facilities Manager	2 years		Regular updates from Officers at committee and Council meetings. All minutes on the website	Efficiency EMR

Action	Responsible Committee and Officer	Timescale	Progress Update	Brief / Community Engagement	Proposed Funding
<u>Van</u> To consider replacing the works van with an electric equivalent	Land & Property committee Town Clerk Facilities Manager	3 years		Regular updates from Officers at committee and Council meetings. All minutes on the website	Asset Replace/ Refurb. EMR
<u>Cemetery Lodge</u> To continue to maintain the Cemetery Lodge	Land & Property committee Facilities Manager	On-going		Regular updates from Officers at committee and Council meetings. All minutes on the website	Operational budget
<u>Longmann Hill's Farmhouse</u> To continue to maintain the farmhouse	Land & Property committee Town Clerk	On-going		Regular updates from Officers at committee and Council meetings. All minutes on the website	Operational budget
Finance & Staffing					
<u>Staff Training</u> To continue to provide training identified in the appraisal process	Finance & Staffing committee Town Clerk Facilities Manager	On-going		Regular updates from Officers at committee and Council meetings. Training logs updated and available from the Town Clerk	Operational budget

Action	Responsible Committee and Officer	Timescale	Progress Update	Brief / Community Engagement	Proposed Funding
<u>Asset Register</u> Continuous monitoring of Asset Register	Land & Property committee Town Clerk Facilities Manager	On-going	Updated for Annual Return in April 2024	Regular updates from Officers at committee meetings	N/A
<u>Community Grants</u> To continue providing grant support for local groups and organisations	Council Town Clerk Deputy Town Clerk	Yearly		Grants awarded by Council. All minutes and awarded grants updated on the website. Grant awarding ceremony. Posts on social media and in the press	Operational budget
<u>Policies</u> To continue reviewing Policies and Procedures	All relevant committees and Council Town Clerk	On-going		Policies reviewed at committees and Council. Policies available on the website	N/A
<u>Risk Management</u> To continue reviewing and assessing risk	Finance & Staffing committee and Council Town Clerk	Continuous		Updates from Officers at committee and Council meetings	N/A

Action	Responsible Committee and Officer	Timescale	Progress Update	Brief / Community Engagement	Proposed Funding
<u>Investments & EMR's</u> To review investment possibilities	Finance & Staffing committee and Council Town Clerk	Continuous		Updates from Officers at committee and Council meetings	N/A
Events / markets					
<u>Family Fun Day</u> To continue providing the free event for the community	Council Town Clerk	Yearly		Updates from the Town Clerk at Council meetings. Regular updates on social media and the website	Operational Budget and income from traders
<u>Beer Festival</u> To continue to provide the event for the community	Council Town Clerk	Yearly		Updates from the Town Clerk at Council meetings. Regular updates on social media and the website	Operational budget and sponsorship
<u>Food & Drink Festival</u> To continue to provide the free event for the community and to support the high street.	Council Town Clerk Markets / Event Manager	Yearly		Updates from the Town Clerk at Council meetings. Regular updates on social media and the website	Operational budget, sponsorship and income from traders

Action	Responsible Committee and Officer	Timescale	Progress Update	Brief / Community Engagement	Proposed Funding
<u>Bonfire & Firework Event</u> To continue to provide the free event for the community	Council Town Clerk	Yearly		Updates from the Town Clerk at Council meetings. Regular updates on social media and the website	Operational Budget and income from traders
<u>Christmas Lights and Switch-On event</u> To continue to provide the Christmas lights provision and free to attend market for the community	Council Town Clerk Markets / Event Manager	Yearly		Updates from the Town Clerk at Council meetings. Regular updates on social media and the website	Operational budget, sponsorship and income from traders
<u>Weekly Market and Farmers Market</u> To continue and improve the markets	Council Markets / Event Manager	Weekly		Updates from Officers to Markets Working Group and Council. Regular updates on social media and website	Operational budget and income from traders

Action	Responsible Committee and Officer	Timescale	Progress Update	Brief / Community Engagement	Proposed Funding
<u>Selby In Bloom</u> To continue providing the hanging baskets and planters throughout the town.	Council Town Clerk	Bi-annually		Updates from Officers to Bloom committee and Council. Regular updates on social media and website. Best kept garden and allotment competition. School painting competition.	Operational budget and sponsorship.
<u>Arts Centre</u> To continue supporting the Art's programme at the Town Hall.	Town Hall Management Committee Council Art's Officer	Continuous		Updates from Officers at committee and Council meetings. Regular updates on social media and Town Hall website.	Operational budget and income from ticket sales.