



**MINUTES OF THE PROCEEDINGS OF SELBY TOWN COUNCIL
HELD ON MONDAY 26 FEBRUARY 2024 AT THE TOWN HALL,
YORK STREET, SELBY**

Contents

162	PUBLIC QUESTIONS.....	2
163	APOLOGIES FOR ABSENCE	2
164	DISCLOSURES OF INTEREST.....	2
165	MINUTES OF LAST MEETING.....	2
	165.1 Minutes of Full Council Meeting.....	2
	165.2 Updates from last meeting.....	2
	165.3 Minutes of Finance and Staffing Meeting.....	2
166	CORRESPONDENCE RECEIVED	4
167	ACCOUNTS	4
	167.1 Payments	4
	167.2 Balances.....	5
	167.3 Market Virement	5
	167.4 Wedding Virement.....	6
168	TRAINING	6
169	BIG LOCAL.....	6
170	ONGOING ITEMS – CLERK UPDATE	6
171	COMMUNITY ENGAGEMENT	7
172	AFFORDABLE HOUSING	7
173	PLANNING CONSULTATION RESPONSES.....	8
174	CLIMATE STRATEGY REPORT	8
175	ENVIRONMENT COMMITTEE	8
176	PRIVATE SESSION	8
177	SALARIES AND OVERTIME	8
178	SUPPORT FOR REFUGEES IN OUR COMMUNITY	8
179	LONGMANN HILLS FARMHOUSE.....	9
180	INTERNAL AUDITOR.....	9
181	CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS.....	9

PRESENT: Cllrs K Arthur, I Lawton, T Beharrell, F Matthews, S Shaw-Wright, C Laskey, R Harrison, S Andrew, G Lockley, H Davis, M Davis and M Lawton

162 PUBLIC QUESTIONS

There was a member of the public present who had an interest in item 166.2. As the member of public was not a Selby resident they were not permitted to speak at the meeting, but they were welcome to stay for the item.

163 APOLOGIES FOR ABSENCE

Cllrs J Proud, W Nichols, J Shaw-Wright, K Franks and M Dyson.

164 DISCLOSURES OF INTEREST

There were no disclosures of interest.

165 MINUTES OF LAST MEETING

165.1 Minutes of Full Council Meeting

The minutes of the meeting of Council, held on 29 January 2024 were considered.

RESOLVED: That the minutes of the meeting of Council held on 29 January 2024 be approved as a correct record.

165.2 Updates from last meeting

It was noted that there were no updates since the last meeting.

RESOLVED: That the update be noted.

165.3 Minutes of Finance and Staffing Meeting

The minutes of the Finance and Staffing Meeting held on 12 February 2024 were considered.

RESOLVED THAT:

- i. The minutes of the Finance & Staffing Committee meeting held on 12 February 2024 be approved as a correct record, and**
- ii. The following recommendations be approved:**

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 The resignation of Councillor G Jordanowski was received and it was noted that the Clerk has notified North Yorkshire Council of the vacancy.

A member of council requested that a letter is written to Cllr G Jordanowski to thank him for his service as a Town Councillor.

RESOLVED THAT:

- i. **The resignation of Cllr G Jordanowski was received,**
- ii. **It was noted that the Clerk has notified North Yorkshire Council and that the vacancy has been advertised, and**
- iii. **That the Clerk will write to Cllr G Jordanowski to thank him for his service.**

166.2 The email regarding the Remembrance Parade was received and considered.

A member of council explained that parish councils do not have veteran champions as this is a role that sits within the unitary council, which in this case is North Yorkshire Council.

Selby Town Council have done a lot of work to show respect for our veterans and have held numerous remembrance events over the years, and continue to do so.

Town Council staff tried hard to secure a band for the Remembrance Parade but were unable to do so due to the reduction in the number of bands being available and the ones that are still running attending events in their local area. Council welcome any links or support that can be offered in supporting us to secure a band for the Remembrance Parade.

167 ACCOUNTS

167.1 Payments

A folder containing all payments made since the last Town Council meeting was presented to Council. The RBS report detailing the list of payments, petty cash payments and credit card transactions between 1 – 31 January 2024 were considered.

The following payments over £1,500 were approved

Bound and Gagged Ltd - £2,073.60 – Omid Djalili Performance Fee
Christmas Plus - £2,347.20 – Dismantle of Festive Display

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

24 Networks & Security Ltd - £4050.00 – Barwic Parade CCTV

RESOLVED: That

- i. The list of payments between 1 – 31 January 2024 in the sum of £70,928.22, the credit card payments made between 1 – 31 January 2024 in the sum of £1,285.53 and the Petty Cash payments made between 1 – 31 January 2024 in the sum of £253.63 be approved, and**
- ii. The abovementioned payments over £1,500 be approved.**

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.

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

167.3 Market Virement

The virement to transfer funds from the Market Budget to the Staffing Budget for February 2024 for £58.71 was considered.

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

RESOLVED: That the virement to transfer funds from the Market Budget to the Staffing Budget for February 2024 be approved.

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 2023/24	Cost £	Balance against Budget
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

RESOLVED: That the update be noted.

169 BIG LOCAL

Cllr M Davis provided an update on the building works.

RESOLVED: That the update be noted.

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 – The Clerk requested that the office is closed for one day in May. This is so that all of the staff can spend the day clearing and organising the office.

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.

The Clerk updated that the Market Manager is looking at other events that can be done that are similar to this throughout the year.

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.

A member of council requested that the Clerk writes to Highways regarding the road closed signage around the town. The signage is not specific and is causing confusion for drivers. The 'Road Closed' signs are placed on main roads when it is the side road ahead that is actually closed.

RESOLVED THAT:

- i. **The updates be noted,**
- ii. **The office can be closed for one day in May for it to be cleared, and**
- iii. **The Clerk writes to Highways to request clearer signage on the Road Closed signs.**

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

The Clerk requested help from Councillors for the gazebo at Funday due to staff shortages on this date.

RESOLVED: That

- i. **The update be noted, and**
- ii. **Any councillors who can help on the Funday stall to let the Clerk know.**

172 AFFORDABLE HOUSING

Cllr S Shaw-Wright proposed the motion that Selby Town Council expresses its concern by the removal of the 40% target for affordable homes in the local plan. And asks that a letter is written to North Yorkshire Council to reinstate the 40% target without delay or delay to the local plan.

This motion was seconded by Cllr S Andrew.

RESOLVED: That the Clerk writes to North Yorkshire Council requesting that the 40% target for affordable homes is reinstated into the local plan.

173 PLANNING CONSULTATION RESPONSES

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

RESOLVED: That the Planning Consultations dealt with under delegated authority be approved.

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.

RESOLVED: That the update be noted.

175 ENVIRONMENT COMMITTEE

Eight members of council were appointed to sit on the Environment Committee, these are the Mayor, Deputy Mayor, Cllr S Andrew, Cllr H Davis, Cllr R Harrison, Cllr M Davis, Cllr T Beharrell and Cllr I Lawton.

It was agreed that the first meeting of the committee will take place on Monday 8 April 2024 at the Town Hall and to start at 7pm.

RESOLVED THAT:

- i. The Environment Committee will be formed with eight council members, and**
- ii. That the first meeting will be held on Monday 8 April 2024.**

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

The February 2024 Schedule of Salary Payments were presented for approval.

RESOLVED: That the February 2024 Schedule of Salary Payments be approved.

178 SUPPORT FOR REFUGEES IN OUR COMMUNITY

Cllr M Davis provided an update.

179 LONGMANN HILLS FARMHOUSE

The quotation to install radiators to the upstairs of the Farmhouse was considered.

Council have asked the Clerk to complete some additional actions before this quotation is accepted.

RESOLVED: That the Clerk completes some additional actions before accepting this quotation.

180 INTERNAL AUDITOR

Council considered appointing Sancton Accounting Services as the Town Councils Internal Auditor for the years 24/25 and 25/26.

Council have asked the Clerk to complete some additional actions before accepting this contract.

RESOLVED THAT:

- i. The Clerk completes some additional actions before accepting this contract, and**
- ii. Once the above actions are completed the contract can be accepted.**

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

Monday 15 April 2024

Monday 29 April 2024

Friday 10 May 2024

Health, Safety and W. Group

Town Hall Management Committee

Land & Property Committee

Council

Special Council Grants Meeting

Council

Market Working Group