

Town Clerk
Mrs G Bell

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23 September 2025

Dear Councillor

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

Town Council Meeting - Monday 29 September 2025

You are hereby summoned to attend the meeting of the Town Council which has been arranged for **MONDAY 29 SEPTEMBER 2025, 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

66 PUBLIC QUESTIONS

67 APOLOGIES FOR ABSENCE

To **receive** any apologies for absence.

68 DISCLOSURES OF INTEREST

69 CO-OPTION

To **consider** any nominations for co-option.

70 MINUTES OF LAST MEETING

70.1 Council

To **confirm** as a correct record the minutes of the meeting of Council, held on 28 July 2025. (Pages 7 to 15 attached).

70.2 Updates from last meeting

To **note** all actions from the last meeting have been carried out.

70.3 Land and Property Committee

To **consider** and **approve** the recommendations from the Land and Property meeting, held on 1 September 2025. (Pages 16 to 23 attached).

RECOMMENDATION TO COUNCIL THAT:

LP35.3 WISTOW ROAD

- i. The Swing Seat and chains are replaced at a cost of £1,041.70, and
- ii. The cost be taken from the Asset Replacement EMR.

LP47 CHRISTMAS LIGHTS 2026/27/28

- i. That quotation 1, Christmas Plus, be accepted at an annual cost of £18,865 + VAT, and
- ii. If permission is given to install anchor points on the buildings a one-off fee of £1,600 + VAT be approved.

LP48 1811

- i. That quotation 1, N2 Enterprises, to provide a Fire Strategy, be accepted at a cost of £1,200 + VAT, and
- ii. The cost to be taken from Contingencies Budget.
- iii.

LP49 TOWN HALL

- i. That quotation 1, N2 Enterprises, to provide a Fire Strategy, be accepted at a cost of £2,000 + VAT,

- ii. **The Fire Warning System be added to the Fire Strategy at a cost of £500, and**
- iv. **The cost to be taken from Contingencies Budget.**

LP50 FOODBANK

That: A 5 year lease is re-negotiated with the Foodbank.

70.4 Market Working Group

To **receive** the notes from the Market Working Group, held on 3 September 2025. (Pages 24 to 27 attached).

70.5 Town Hall Management Committee

To **consider** and **approve** the recommendations from the Town Hall Management Committee meeting, held on 9 September 2025. (Pages 28 to 31 attached).

RECOMMENDATION TO COUNCIL THAT:

TH5.4 ARTS BOOKINGS FOR 2026/27 AND BUDGET PROVISION

That the Arts Officer be given permission to book acts for 2026/27 based on the 2025/26 budget.

TH7 EDINBURGH FRINGE

That Approval be given for the Arts Officer to attend the Edinburgh Fringe Festival in 2026.

71 CORRESPONDENCE RECEIVED.

There has been no correspondence received.

72 ACCOUNTS

72.1 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 July 2025 and 1 – 31 August 2025 are attached for **consideration**, please note there were no petty cash payments in August. (Pages 32 to 38 attached).

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

PKF Littlejohn - £2,520.00 – External Audit Fee

Yorkshire Ambulance Service - £1,980.00 – Cover for Fun Day

The following payment made by the Clerk using delegated powers since the last meeting of Council for over £1,500 to be noted

Jolly Sailor Brewery - £3,316.80 – Beer Festival

72.2 Balances

The balance at the Unity Bank on 31 August 2025 was £760,144.76, the balance at the Lloyds Bank on 31 August 2025 was £11,575.47 and the value of the funds on term deposit are:

- £86,673.92 with Unity Trust Bank Savings Account (Instant Access)
- £85,000 with Unity Trust (12 month term deposit)
- £100,000 with Hinkley & Rugby (90 day notice account)
- £97,260.80 (Bid Market Valuation as of 31 August 2025, Mid-Market Valuation £97,260.80) with Churches, Charities and Local Authorities (CCLA) Property Fund – (Statement not received at time of printing. The figures are taken from the CCLA website).

72.3 Notice of Conclusion of Accounts

To **receive** and **consider** the External Auditor's report. (Page 39 attached).

72.4 Wedding Virement

There is no virement to transfer funds from the Wedding Budget to the Staffing Budget for August and September 2025.

Virements – Wedding Budget £500		
Details 2025/26	Cost £	Balance against Budget
Balance b/fwd.		£500.00
August 25	£0.00	
September 25	£0.00	
Balance		£500.00

73 TRAINING

73.1 Staff Training

All staff are currently completing Health & Safety Training on the Worknest portal.

73.2 Councillor Training

No requests have been received.

74 BIG LOCAL

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

75 POLICIES TO BE REVIEWED

To **note** there are no policies due to be reviewed.

76 TOWN CLERK'S REPORT

To receive and consider the Clerk's report. (Pages 40 to 43 attached).

77 PLANNING CONSULTATION RESPONSES

77.1 Planning Consultations

To **receive** the report on Planning Consultations dealt with under delegated authority since the last meeting of Council. (Pages 44 to 46 attached).

77.2 Planning Application

To **receive** and **consider** a response on the following Planning application: **ZG2025/0622/COU Change of use of a residential care home to a mixed use of a children's care home and a special school, Denison House, 3 Denison Road, Selby** [Documents for reference ZG2025/0622/COU: Public Access](#) (Pages 47 to 48 attached).

78 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 79 to 80).

79 SALARIES AND OVERTIME

To **approve** the August and September 2025 Schedule of Salary Payments.

80 SUPPORT FOR REFUGEES IN OUR COMMUNITY

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

81 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 6 October 2025	Environment Committee
Monday 20 October 2025	Finance & Staffing Committee
Monday 27 October 2025	Council
Monday 24 November 2025	Council
Monday 1 December 2025	Land & Property Committee
Monday 15 December 2025	Council Special Budget Meeting