

# **MINUTES OF THE PROCEEDINGS OF THE TOWN COUNCIL MEETING HELD ON MONDAY 29 OCTOBER 2018 HELD AT THE TOWN HALL, YORK STREET, SELBY**

**PRESENT:** Cllrs E Lambert (Chair), M Dyson, K Arthur, C Dickinson, J Leake, F Matthews, C Laskey, G Harding, I Lawton, J Shaw-Wright, M Rofidi, M Fagan, S Andrews

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## **101 PUBLIC QUESTIONS**

There were no members of the public present.

## **102 APOLOGIES FOR ABSENCE**

Cllrs M Davis, S Shaw-Wright, A J Thurlow, G Lockley.

## **103 DISCLOSURE OF INTEREST**

Cllr F Matthews, J Shaw-Wright and S Andrew declared a non-pecuniary interest in Item 116, Selby Community Trust.

## **104 ALLOCATED SITES PRESENTATION FROM CAROLINE SKELLEY SDC**

The Clerk updated that a presentation would be made at a later date.

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

## **105 MINUTES OF LAST MEETING**

**105.1** The Minutes of the last Council meeting held on the 24 September 2018 were considered.

**RESOLVED: That the Minutes of the last Council meeting held on 24 September 2018 be approved as a correct record subject to;**

- (i) The inclusion of Cllr M Rofidi in the list of attendance;**
- (ii) Min No 87.3 Wistow Road Play Area – RESOLVED – to add (iv) The Clerk investigate whether the Council can claim through the insurance.**

**105.2** The minutes of the Finance & Staffing Committee meeting held on the 15 October 2018 were considered.

**RECOMMENDATION: That**

- i) Council approve rolling over the 6 Month and 12 Month Yorkshire Bank investments; and**
- ii) Council approve moving the £4,710.61 CCLA Property Fund Dividend received for 2017/18 to be included with the 12 Month Investment;**
- iii) That, the Town Council writes to Selby District Council stating that they are not willing to make any further financial contribution to the 950 Celebrations;and**
- iv) To amend 5.3 of the Financial Regulations to read £125.00.**

**RESOLVED: That the Minutes of the last Finance and Staffing Committee meeting held on 15 October 2018 be approved and the abovementioned Recommendations be approved, subject to the word 'financial' being added between the word further and contribution, at point (iii).**

## **106 CORRESPONDENCE RECEIVED**

The letters/emails submitted to the Council since the last meeting were received.

### **106.1 Public Bench, The Holmes, Selby**

A letter was received from a resident requesting the provision of a new bench on the public footpath at The Holmes, Selby.

**RESOLVED: That**

- (i) The Town Council support the residents request in principle;**
- (ii) The Clerk investigate the ownership of the land and costings involved in provision of a suitable bench;**
- (iii) The Clerk follow up the provision of a bench using 106/CIL monies where possible; and**
- (iv) The item is added to the next Land and Property Agenda for consideration.**

### **106.2 Selby Community Trust request S106 monies for a new play area**

A letter had been received from Selby Community Trust regarding the provision of some new play equipment on Selby Community Land and requesting that 106 funding be sought for the project. The cost of the new equipment would be £21,100.00.

**RESOLVED; That the Town Council approve the request for funding the new equipment on the Community Land in the sum of £21,100 and be taken from the 106 funding balance to be utilised before July 2019.**

## **107 ACCOUNTS**

**107.1** A folder containing all payments made since the last Town Council meeting was considered and the RBS report detailing the list of payments, petty cash payments and credit card transactions between 1 to 30 September 2018 were received.

**RESOLVED: That the payments made between 1 to 30 September 2018 in the sum of £76,409.89, petty cash in the sum of £622.26 and Lloyds card of £284.99 be approved.**

Payments for approval over £1,000 are listed below:

Groundwork – Bondgate Community Woodland Maintenance £ 1,728.00.

**RESOLVED: That the payment to Groundwork for maintenance at the Community Woodland in the sum of £1,728.00 be approved.**

**107.2** The balance at the Unity Bank on 30 September 2018 was £ 908,368.20 and the values of the funds on term deposit are listed below.

- £113,713.75 with Yorkshire Bank for a 12 month period (as at 19 December 2017)
- £102,803.82 (Bid Market Valuation as at 30 September 2018,
- £102,044.21 with Yorkshire Bank for a 6 month period (as at 16 May 2018)

**RESOLVED: That the balance at Unity Bank and the value of funds on long term deposit be noted.**

### **107.3 INCOME AND EXPENDITURE REPORT**

The income and expenditure report and budget narrative report of the Clerk was considered.

**RESOLVED: That the Income and Expenditure Report and budget narrative be received and approved.**

**107.4** The Virement to transfer funds from the Market Budget to the Staffing Budget for October 2018 for £141.12 was considered.

<b>Virements - Market Waste Budget £1,300</b>		
Details 2018/19	Cost £	Balance against Budget
Balance B/Fwd		£603.71
October	141.12	
Balance		£462.59

**RESOLVED: That**

- The virement to transfer funds from the Market Budget to the Staffing Budget for October 2018 for £141.12 be approved; and**
- The balance B/Fwd figure be amended to read £603.71.**

**107.5** The Virement to transfer funds from the Wedding Expenditure Budget to the Staffing Budget for October 2018 for £159.84 was considered.

<b>Virements – Wedding Expenditure Budget £1,000</b>		
Details 2018/19	Cost £	Balance against Budget
Balance B/Fwd		£102.74
October	159.84	
Balance		£-57.71

It was noted that to date the Wedding Income stood at £ 2974 and Wedding Expenditure £ 1175.00 (Sundries & Staffing).

**RESOLVED: That the virement to transfer funds from the Wedding Budget to the Staffing Budget for October 2018 in the sum of £159.84 be approved.**

**107.6** Consideration was given to the removal of K Mann as a cheque signatory, Internet Banking, Online Statements, Unity e-Payments and Corporate Card Signatory.

**RESOLVED: That Karen Mann be removed as a cheque signatory, Internet Banking, Online Statements, Unity e-payments and Corporate Signatory.**

**108 NEIGHBOURHOOD PLAN UPDATE**

There was no update.

**109 SECTION 106**

The Clerk was asked to clarify why the amount of CIL monies to be used by July 2019 had increased. The S106 officer confirmed it was money released from the Bovis development and was specifically for 'Open Space' use in the vicinity of the development.

**RESOLVED: That the Clerk's update be noted.**

**110 TRAINING**

No requests for training had been received from Councillors.

**111 POLICY REVIEW**

The Review of Policies was considered.

**RESOLVED: That the review of policies be postponed until new Town Clerk was in place.**

**112 SELBY TOWN ENTERPRISE PARTNERSHIP (STEP)**

It was noted that an update report on the STEP would be provided for the November meeting.

**113 CEF UPDATE**

It was noted that an update report on the CEF would be provided for the November meeting.

**114 BIG LOCAL**

It was noted that an update report on the BIG LOCAL would be provided for the November meeting.

**115 ONGOING ITEMS – CLERKS UPDATE**

## 115.1 Events

### Bonfire & Fireworks Event

It was noted that arrangements are on-going and everything is in place for the Bonfire and Fireworks Event.

### Remembrance Concert and Remembrance Event

Tickets for the Remembrance concert were selling well, a banner has been ordered to promote the concert and the Abbey have given permission for it to be displayed on their railings.

The Chair considered that an event of some kind should be held to acknowledge the work carried out by the people involved with the Poppy Appeal as the work carried out this year in particular was amazing. It was unanimously agreed that this be progressed.

**RESOLVED: That an event be held at the Town Hall to acknowledge the work done by the British Legion with regard to the Poppy Appeal and the cost be taken from Contingencies budget.**

### Christmas Market and Lights Switch On Event

The Christmas Market is fully booked and the entertainment is all in place.

**RESOLVED: That the update on the Town Council Events be noted.**

## 115.2 Town Hall

There were no matters for discussion.

## 115.3 Town Hall – Arts Centre

There were no matters for discussion.

## 115.4 Office

There were no matters for discussion.

## 115.5 Cemetery

There were no matters for discussion.

## 115.6 Longmann Hills Farmhouse

There were no matters for discussion.

### 115.7 Market

The following dates of the Farmers & Craft Market were noted:

17 November 2018	16 February 2019	18 May 2019
15 December 2018	16 March 2019	15 June 2019
18 January 2019	20 April 2019	20 July 2019

### 115.8 Play Areas

There were no matters for discussion.

### 115.9 Allotments

There were no matters for discussion.

### 115.10 Website

There were no matters for discussion.

### 115.11 Highways

There were no matters for discussion.

### 115.12 Street Furniture

There were no matters for discussion.

## 116 **COMMUNITY CENTRE PLAY AREA**

The request for new play equipment for the Community Land by the Community Trust had already been discussed earlier in the meeting.

## 117 **COMMUNITY WOODLAND BINS**

A report had been received from the Resource Manager for Council to consider the request to purchase 3 bins as part of the Bondgate Woodland/Tesco bid at a cost of £1054.80.

### **RESOLVED: That**

- (i) The report of the Resource Manager be noted; and**
- (iii) Three bins are purchased at a cost of £1054.80 as part of the Bondgate Woodland/Tesco bid.**

## 118 **PLANNING CONSULTATION RESPONSES**

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

**RESOLVED: The Planning Consultations dealt with under delegated authority be authorised.**