

**MINUTES OF THE PROCEEDINGS OF THE SELBY TOWN COUNCIL MEETING HELD ON  
MONDAY 27 JANUARY 2020 AT THE TOWN HALL, YORK STREET, SELBY**

**PRESENT:** Cllrs M Rofidi (Chair), L Rofidi, S Andrew, J Proud, S Andrew, M Davis, S Shaw-Wright, C Laskey, M Dyson, M Fagan, K Arthur.

Contents

- 130 Public Questions
- 131 Apologies for Absence
- 132 Disclosure of Interest
- 133 Minutes of the last Meeting
  - 133.1 Minutes of Council held on 25 November 2019
  - 133.2 Minutes of Land & Property Committee held on 2 December 2019
  - 133.3 Minutes of the Special Budget Meeting held on Monday 6 January 2020
  - 133.4 Minutes of Finance & Staffing Committee held on 20 January 2020
- 134 Correspondence
- 135 Accounts
  - 135.1 Payments made since the last Town Council meeting and the RBS report detailing the list of payments, petty cash payments and credit card transactions between 1 – 30 November 2019 and 1 – 31 December 2019
  - 135.2 Unity Bank
  - 135.3 Virement to transfer funds from the Market Budget to the Staffing Budget for December 2019 and January 2020
  - 135.4 Wedding Virement
- 136 Selby Town Neighbourhood Plan Update
- 137 Training
- 138 Selby Town Enterprise Partnership (STEP)
- 139 CEF update
- 140 BIG LOCAL
- 141 Policies to be reviewed
- 142 Ongoing items – Clerk's update
  - 142.1 Events
  - 142.2 Town Hall
  - 142.3 Town Hall – Arts Centre
  - 142.4 Office
  - 142.5 Cemetery
  - 142.6 Longmann Hills Farmhouse
  - 142.7 Market
  - 142.8 Play Areas
  - 142.9 Allotments
  - 142.10 Website
  - 142.11 Highways
  - 142.12 Street Furniture/Street Lighting
- 143 Planning Consultation Responses
- 144 Private Session
- 145 Salaries and overtime
- 146 Closure of Meeting and dates of future Meetings

## **130 PUBLIC QUESTIONS**

There were no members of the public present.

## **131 APOLOGIES FOR ABSENCE**

Cllrs F Matthews, E Lambert, G Harding, I Lawton, S Cahill, J Shaw-Wright and W Nichols.

## **132 DISCLOSURE OF INTEREST**

Cllr M Davis declared a non-pecuniary interest in a Planning Application relating to Selby Community Primary School, to be discussed at Item 143.

## **133 MINUTES OF LAST MEETING**

133.1 The minutes of the Town Council meeting held on 25 November 2019 were considered.

**RESOLVED: That the Minutes of the Town Council Meeting held on 25 November 2019 be approved as a correct record.**

133.2 The minutes of Land & Property Committee held on 2 December 2019 were considered.

**RESOLVED: That the Minutes of the land and Property Committee held on 2 December 2019 be approved as a correct record and the following Recommendation be approved -**

**RECOMMENDATION TO COUNCIL That:**

**Minute LP43 Town Hall - The Clerk commissions a Full Building Condition Report.**

133.3 The minutes of the Town Council Special Budget Meeting held on Monday 6 January 2020 were considered.

**RESOLVED: That the Minutes of the Town Council Special Budget Meeting held on Monday 6 January 2020, be approved as a correct record.**

133.4 The minutes of the Finance & Staffing Committee Meeting held on 20 January 2020 were considered.

**RESOLVED: That**

**(i) The minutes of the Finance and Staffing Committee Meeting held on 20 January 2020 be approved as a correct record subject to -**

**Minute FS47.2 IT provision – the figure in the Resolution and the Recommendation be amended to read £10,448.28; and**  
**Minute FS47.4 - an additional item be added to the Recommendations to record the purchase of DELL docking stations at approximately £50.00 more in total.**

## RECOMMENDATIONS TO COUNCIL That:

- FS47.1 i) Subject to further clarification, Created for Limited be appointed to design and build a new Town Council Website at a cost of £3,135 ex. VAT;  
ii) Subject to clarification of Dell docking stations being provided HAD-IT Ltd be appointed to provide Office IT equipment as specification;  
iii) The cost of £10,448.28 ex. VAT for the Office IT equipment be taken from the Efficiency Saving EMR;
- FS47.4 The docking stations be purchased from DELL at approximately £50.00 more in total than the previous quote;
- FS48 The 6-month Term Deposit accounts roll over in May for a further 6 months
- FS49.3 i) The Sickness Policy be adopted;  
ii) The Sickness Policy be reviewed in 2022;
- FS52 That J Rotherham is appointed to complete the works to the war memorials as quoted for the sum of £1,200 ex VAT to be taken from unallocated balances; and
- FS56 That the Christmas Lights contract is awarded to Christmas Plus at a cost of £14,347 ex VAT each year for the period 2020/21 – 2022/23.

## 134 CORRESPONDENCE RECEIVED

There were no items of correspondence received.

## 135 ACCOUNTS

- 135.1 A folder containing all payments made since the last Town Council meeting and the RBS report detailing the list of payments, petty cash payments and credit card transactions between 1 – 30 November 2019 and 1 – 31 December 2019 were considered.

The following payments for approval over £1,000 were considered:

Bailey Streetscene Ltd - £ 2028.00 - Picnic Table x 2 Wistow Road, play area (S106 funded).  
Native Architects Ltd - £ 1,440.00 – Architects Services for 1811 Building  
Andrea Hall - £2,843.00 - Spring brochure design, printing & fulfilment  
Groundwork Selby - £1,728.00 – Balance of maintenance visits – Annual agreement  
Groundwork Selby - £3,600 – Annual core funding  
Groundwork Selby - £ 3,559.92 – Balance due for the Bondgate Nature Reserve Project

The following payment for a single Town Hall performance over £2,500 was considered:

Rock Artist Management - £2,700.00 – Toyah

## RESOLVED: That

- (i) The payments made between 1 – 30 November 2019 in the sum of £52,209.00, the petty cash payments in the sum of £708.04 and credit card payments in the sum of £165.17 be approved;
- (ii) The payments made between 1 – 31 December 2019 in the sum of £63,607.81, the petty cash payments in the sum of £100.50 and credit card payments in the sum of £270.20 be approved;
- (iii) The abovementioned payments over £1,000 be approved; and
- (iv) The abovementioned payment over £2,500 be approved.

135.2 The Clerk updated that the balance at the Unity Bank on 31 December 2019 was £711,687.52 and the value of the funds on term deposit were:

- £125,689.53 with Yorkshire Bank for a 12-month period (as at 19 December 2019)
- £102,336 (Bid Market Valuation as at 31 December 2019, Mid-Market Valuation £103,949) with Churches, Charities and Local Authorities (CCLA) Property Fund
- £103,517.41 with Yorkshire Bank for a 6-month period (as at 18 November 2019)

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

135.3 The Virement to transfer funds from the Market Budget to the Staffing Budget for December 2019 in the sum of £82.38 and for January 2020 in the sum of £ 32.95 was considered.

<b>Virements - Market Waste Budget £1,300</b>		
Details 2019/20	Cost £	Balance against Budget
Balance B/Fwd		£611.49
December	£82.38	
January	£32.95	
Balance		£496.16

**RESOLVED: That the virement to transfer funds from the Market Budget to the Staffing Budget for December 2019 in the sum of £82.38 and January 2020 in the sum of £32.95 be approved.**

135.4 The Clerk updated that no virement was required for either December 2019 or January 2020 to transfer funds from the Wedding Expenditure to the Staffing Budget.

<b>Virements – Wedding Expenditure Budget £1,000</b>		
Details 2019/20	Cost £	Balance against Budget
Balance B/fwd		£452.66
December	Nil	
January	Nil	
Balance		£452.66

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

## **136 SELBY TOWN NEIGHBOURHOOD PLAN UPDATE**

Cllr Davies updated that she had emailed Groundwork Selby regarding the lack of update from them on the Neighbourhood Plan. She had expressed Councillors alarm at the lack of information forthcoming about the Plan, bearing in mind the document needs to be adopted at the end of February.

Cllr Davis advised that there were some delays on the Cycling and Heritage parts of the Plan and will push to get these completed for the end of February. Selby District Council would then formally approve the document and then go out to Referendum to vote on the document.

It was noted that an apology had been received from Diana Brown for the delays being experienced.

**RESOLVED: That Cllr Davis's update be noted.**

### **137 TRAINING**

The Clerk agreed to email Councillors with the list of Webinar Training Courses available. Councillors to then advise the Clerk accordingly.

**RESOLVED: That Councillors advise the Clerk of any Webinar Training Courses they may be interested in.**

### **138 SELBY TOWN ENTERPRISE PARTNERSHIP (STEP)**

Cllr M Davis updated that a Consultant had reported on findings, they were not inspiring. The STEP is ticking over. The STEP was looking at ways to use the funding. Some 'Pilgrim' type films may be done to utilise the available funding in future. Cllr Davis agreed to update further when information was to hand.

**RESOLVED: That Cllr Davis's update be noted.**

### **139 CEF UPDATE**

Cllr Shaw-Wright gave an update on the CEF. He advised that the CEF areas were being looked at with a view to being restructured. He agreed to report back on this in due course.

**RESOLVED: That Cllr Shaw-Wright's update be noted.**

### **140 BIG LOCAL**

Cllr M Davis gave an update on the Big Local. She noted that many local people were involved now and were moving the project forward. She would attend future meetings and update Councillors accordingly.

**RESOLVED: That the Big Local update from Cllr Davis be noted.**

### **141 POLICIES TO BE REVIEWED**

The Clerk updated that there are no policies to be reviewed this month.

### **142 ONGOING ITEMS – CLERKS UPDATE**

142.1 Events – The Clerk updated that the Market/Events Manager had started to take bookings for this year's Food & Drinks Festival and the Christmas Lights/Switch-On Event.

142.2 Town Hall – There were no items for discussion.

142.3 Town Hall – Arts Centre – A record £25,000 gross ticket sales for this seasons Town Hall shows was taken in the first week.

The Clerk updated members that The Guardian ran a double page feature in their travel section naming Selby Town Hall as one of the UK's best tiny theatres and cinemas.

The Arts Officer 'Considered this to be a wonderful accolade to receive from a national newspaper. It's testament to the brilliant efforts of all the staff and volunteers, both for the Town Hall and Selby Globe, who work so hard to bring international quality performances to our town, as well as the fantastic audiences who have not only remained loyal to the venue, but have been its best advocates and biggest cheerleaders over the years. It is much deserved recognition for the Town Council who, against a backdrop of cuts to arts provision nationwide, continue to fund and support the Town Hall so wholeheartedly'.

The Chair thanked the Arts Officer and office staff for their sterling work involved with the record ticket sales achieved.

**RESOLVED: That the Arts Officer update and the Chairs thanks be noted.**

142.4 Office - There were no matters for discussion.

142.5 Cemetery - There were no matters for discussion.

142.6 Longmann Hills Farmhouse - There were no matters for discussion.

142.7 Market – The Clerk updated that a free basic Market Health Check had been carried out by National Association of British Market Authorities (NABMA).

Councillors considered the report to be positive and noted suggestions made to enhance the Market. It was agreed to pass the report to the Market Working Group for consideration.

**RESOLVED: That the Market Health Check be noted and considered by the Market Working Group at a future meeting.**

142.8 Play Areas - There were no matters for discussion.

142.9 Allotments – Tenants have been issued with Allotment Tenancy Agreements and notices to pay. The rents are due by 14 February 2020.

142.10 Website - There were no matters for discussion.

142.11 Highways

Councillors agreed that a North Yorkshire Highways representative be invited to attend a future meeting to discuss highway issues in the Town.

**RESOLVED: That the Clerk invite North Yorkshire Highways to send a representative to attend a future Council Meeting.**

142.12 Street Furniture/Street Lighting – The Clerk has written to North Yorkshire Highways to seek clarification on whether the Haven has been adopted following a request by residents for a streetlight. NYCC have updated that the area has not been adopted and all indications point to the area being a private street.

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

#### **143 PLANNING CONSULTATION RESPONSES**

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

**RESOLVED:** That the Planning Consultations dealt with under delegated authority since the last meeting be received.

#### **144 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.

#### **145 SALARIES AND OVERTIME**

A Schedule of salary payments for December 2019 in the sum of £ 25,365.55 and January 2020 in the sum of £26,812.70 was received.

**RESOLVED:** That the Schedule of salary payments for December 2019 in the sum of £ 25,365.55 and January 2020 in the sum of £26,812.70 be approved.

#### **146 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS**

146.1 Consideration was given to moving the Market Working Group to Friday 17 April 2020 from 15 April 2020 due to the Market/Events Manager working Mondays & Fridays only.

**RESOLVED:** That the Market Working Group Meeting be moved to Friday 17 April 2020.

146.2 The Draft Schedule of Meetings 2020/21 was discussed.

**RESOLVED:** That the Schedule of Meetings be noted.

<b>Monday 24 February 2020</b>	<b>Council</b>
<b>Monday 2 March 2020</b>	<b>Land &amp; Property Committee</b>
<b>Monday 9 March 2020</b>	<b>Town Hall Management Committee</b>
<b>Monday 30 March 2020</b>	<b>Council</b>
<b>Monday 6 April 2020</b>	<b>Special Council Grants Meeting</b>
<b>Friday 17 April 2020</b>	<b>Market Working Group Meeting</b>
<b>Monday 27 April 2020</b>	<b>Council</b>
<b>Monday 11 May 2020</b>	<b>Finance &amp; Staffing Committee</b>
<b>Monday 18 May 2020</b>	<b>Annual Council &amp; Town</b>