

**Town Clerk
Mrs G Bell**

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23rd January 2019

Dear Councillor

Town Council Meeting – Monday 28 January 2019

You are hereby summoned to attend the meeting of Selby Town Council which has been arranged for **MONDAY 28 JANUARY 2019 at 7.00 pm** 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.

Yours sincerely

Clerk to the Council

To: All Town Councillors

A G E N D A

143 PUBLIC QUESTIONS

144 APOLOGIES FOR ABSENCE

145 DISCLOSURE OF INTEREST

146 MINUTES OF LAST MEETING

- 146.1 To confirm as a correct record the minutes of the meeting of Council held on the 26 November 2018. (Pages 6 to 13 attached)
- 146.2 To confirm as a correct record the minutes of the Land & Property Meeting held on the 3 December 2018. (Pages 14 to 19 attached).
- 146.3 To confirm as a correct record the minutes of the Council Special Budget Meeting held on 7 January 2019. (Pages 20 to 23 attached).
- 146.4 To confirm as a correct record the minutes of the Finance & Staffing Meeting held on 21 January 2019. (Pages 24 to 28 attached and Clerk Application Pack Pages 29 to 35 attached).

147 CORRESPONDENCE RECEIVED

To receive the letters/emails submitted to the Council.

To receive a letter/proposal from Selby Beekeepers Association. (Page 36 to 38 attached).

To receive an email from Cllr John Cattanach regarding financial support for the 42S Bus Service. (Page 39 to 40 attached).

To receive a letter from the Internal Auditor. (Page 41 to 42 attached).

148 ACCOUNTS

- 148.1 A folder containing all payments made since the last Town Council meeting will be presented to Council and the RBS report detailing the list of payments, petty cash payments and credit card transactions between 1 November 2018 and 31 December 2018 attached for consideration. (Pages 43 to 48 attached).

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

Andrea Hall Design	£1,250.40	(Spring brochures)
Andrea Hall Design	£2,147.20	(Spring brochures – printing and distribution)
Selby Abbey	£1,800.00	(Final payment for Poppy Installation)
Christmas Plus	£2,119.33	(Dismantle of display – Final invoice)
G & J Keeble	£1,032.00	(Interior decorating Ticket/Entrance)

- 148.2 The balance at the Unity Bank on 31 December 2018 was £798,539.47 and the value of the funds on term deposit are:

- £119,788.92 with Yorkshire Bank for a 12 month period (as at 19 December 2018)
- £104,447.48 (Bid Market Valuation as at 31 December 2018, Mid Market Valuation £106,091.13) with Churches, Charities and Local Authorities (CCLA) Property Fund
- £102,455.74 with Yorkshire Bank for a 6 month period (as at 16 November 2018)

148.3 The Virement to transfer funds from the Market Budget to the Staffing Budget for December 2018 for £58.40 and January 2019 for £53.56 to be considered and approved.

Virements - Market Waste Budget £1,300		
Details 2018/19	Cost £	Balance against Budget
Balance B/Fwd		£404.45
Dec	£58.40	£346.05
Jan	£53.56	
Balance		£292.49

148.4 There is no Virement required for Nov/Dec 2018 to transfer funds from the Wedding Expenditure Budget to the Staffing Budget.

Virements – Wedding Expenditure Budget £1,000		
Details 2018/19	Cost £	Balance against Budget
Opening Balance		£-57.71
Balance		£-57.71

149 NEIGHBOURHOOD PLAN UPDATE

No updates at this time.

150 SAILING THROUGH TIME PROJECT UPDATE

Stage 2 of the project should be commencing Feb/March. A firm date has yet to set.

151 TRAINING

151.1 To consider any requests for training from Councillors.

152 SELBY TOWN ENTERPRISE PARTNERSHIP (STEP)

To receive the update from Councillor Davis.

153 CEF UPDATE

To receive an update on the Central CEF.

154 BIG LOCAL

To receive an update on the Big Local project from Councillor Davis.

155 ONGOING ITEMS – CLERKS UPDATE

155.1 Events

155.2 Town Hall

155.3 Town Hall – Arts Centre

155.4 Office

One of the office emails was 'hijacked' and thousands of spam emails were sent from it. This overwhelmed the Town Council emails and no emails could be sent from staff or be received. To enable the office to function as normal the Clerk has obtained Office 365 on a month's free trial. This allows Council staff to keep the @selbytowncouncil.co.uk domain name. Report to be tabled.

155.5 Cemetery

155.6 Longmann Hills Farmhouse

155.7 Market

The dates of the Farmers & Craft Market are as follows:

19 January 2019	20 April 2019	20 July 2019
16 February 2019	18 May 2019	17 August 2019
16 March 2019	15 June 2019	21 Sept 2019

The Clerk updated promotion has started for this year's Food & Drink Festival and that traders have started making bookings.

155.8 Play Areas

155.9 Allotments

155.10 Website

155.11 Highways

155.12 Street Furniture

156 **PLANNING CONSULTATION RESPONSES**

The Clerk will report on Planning Consultations dealt with under delegated authority since the last meeting of Council (Pages 49 to 51 attached).

157 **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.

158 **SALARIES AND OVERTIME**

To receive a schedule of salary payments for December 2018 and January 2018.

159 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 25 February 2019	Council
Monday 4 March 2019	Town Hall Management Committee
Monday 11 March 2019	Land & Property
Monday 25 March 2019	Council
Monday 8 April 2019	Special Council Grants Meeting
Wednesday 17 April 2019	Market Working Group
Monday 29 April 2019	Council
Monday 13 May 2019	Finance & Staffing
Monday 20 May 2019	Annual Council