

# MINUTES OF THE PROCEEDINGS OF THE SELBY TOWN COUNCIL MEETING HELD ON MONDAY 25 JUNE 2018 AT THE TOWN HALL YORK STREET SELBY

**PRESENT:** Cllrs E Lambert (Chair), C Laskey, M Fagan, G Lockley, W Nichols, A J Thurlow, S Andrew, M Dyson, J Leake, K Arthur, I Lawton, M Rofidi, F Matthews.

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### **33 PUBLIC QUESTIONS**

There were no members of the public present.

### **34 APOLOGIES**

Cllrs S Shaw-Wright, J Shaw-Wright, G Harding, M Davis and C Dickinson gave apologies.

### **35 DISCLOSURE OF INTEREST**

Cllr Matthews and Cllr Mrs Fagan declared an interest in Item 51 Planning Applications.

### **36 CO OPTION OF A NEW TOWN COUNCILLOR**

#### **36.1 SELBY DISTRICT COUNCIL NOTICE OF VACANCY**

Selby District Council updated that an election had not been called. The Town Council are required to co-opt a suitable person to become a Parish Councillor as soon as practicably possible.

**RESOLVED: That the District Council's update be noted.**

#### **36.2 CONSIDERATION TO COOPT A NEW TOWN COUNCILLOR**

Council considered co-option of Malik Mohammad Rofidi.

**RESOLVED: That Malik Jordan Mohammad Rofidi was co-opted as a Town Councillor for the South Ward.**

**37 NYCC HIGHWAYS UPDATE**

Sharon Fox, North Yorkshire County Council Highways Officer, was in attendance to answer questions raised by Councillors on highway matters in the Town. The list of questions raised were within the Council Agenda.

Councillor	Answers
Council	Vehicles parking on both sides causing issues for HGV's. We do not put parking restrictions on non-residential streets.
Harding	Put on a list to investigate.
Dyson	Put on a list to investigate.
Lambert	My colleague had a meeting with Neil Purvis and it was agreed that will review the parking arrangements outside the club. Also we need to liaise with Westmill Foods. Club admitted blacking over the signs and lines.
Fagan	<p>Enforcement is carried out by parking Services from Harrogate contact details. You can report a parking infringement to; <a href="mailto:parkingservices@harrogate.gov.uk">parkingservices@harrogate.gov.uk</a> Dangerous parking, obstruction of the footpath are enforced by Police.; <a href="mailto:general.enquiries@northyorkshire.pnn.police.uk">general.enquiries@northyorkshire.pnn.police.uk</a></p> <p>Cat 4b on network hierarchy, subject to an annual safety inspection. 19 June HO visited site following report of potholes, filled several while on there and raised an order value £1400 for contractors to carry out temporary repairs. Location has been submitted for scheme and still awaiting allocation of funding.</p> <p>There are other products on the market. Developers are now installing beany blocks (holes in kerbs) I have requested an inspection to be carried out on Longmann Hills and outside the post office. There is a possibility that the road has sunk over the years or that the drainage system is at capacity following heavy rainfall events.</p> <p>A lot of developers on new housing estate are installing Sustainable Drainage systems, such as swales and catchment pits to take away highway drainage.</p>
Laskey	<p>We discuss roadworks with York city council if our works conflict with theirs. When we require our diversion to go onto their network.</p> <p>There is currently no funding allocated to assess or implement new residents' parking schemes. At the moment, new residents' parking schemes could be assessed and, if all criteria are met, progressed only if the assessment and implementation is funded or carried out by a third party.</p> <p>A63/A19 was due to the amount of RTC's it was known as a police black spot for accidents. A19/A163 was due to the traffic from the new development and the previous problems of traffic joining the A19 from the A163.</p> <p>Roundabouts are safer than junctions and crossroads. Accidents can often occur at a controlled junction when a driver speeds up onto the approach so as to make the green light and avoid stopping. This would not happen at a roundabout as it would be too dangerous. Another benefit to roundabouts is that traffic always travels in the same direction, unlike junctions. To an observant driver, it will require less observation compared to making a right turn at a crossroads. This also goes a long way into making roundabouts safer than junctions.</p> <p>The bridge maintenance works were completed 4 weeks ahead of schedule even</p>

though there was a delay in completing the painting element of the bridge delays were due to the adverse weather, snow, frost and rain we experienced in March.

It was not feasible to lift the temporary traffic lights through the week when the contactors have not been on site for several reasons :-

1. It would take an hour at each end of the day which would have increased the timescales of the contract term and the overall cost.
2. Allowing traffic to pass the prepared or freshly painted barriers/ railings would have had a detrimental effect on the final finish of the surfaces as dust, grit would transfer that would either need to be cleaned down or re-done which again would have added further time to the programme.

Although no work appeared to be taking place on the bridge to passing motorists, the contractors were actually working underneath and the only way to access was from the bridge deck, hence the reason why a lane closure was required with no apparent activity.

A lane closure was required under Section 65 of the New Road for Streetworks Act 1991(NRSWA) to ensure that the safety of the travelling public and contractors was not compromised during essential maintenance to the swing bridge – painting. In fact there was much more work being carried out underneath the bridge than above which included construction/installing the scaffold cradle.

The section that includes the bypass swing bridge was reconstructed in 2015 and during that closure it was possible to carry out certain elements of scheduled maintenance that that were due, however the painting was not required then and would have meant losing 3 years of maintenance programme which would incur additional overall costs.

The Highways Officer outlined the works to be carried out to Finkle Street which were to start on Tuesday 3 July 2018. The works were to be carried out to replace the brick sets along Finkle Street from Barclays Bank to Gotch's. Sharon advised that the works would have a rolling road closure in place and would be completed within a ten week period.

A Councillor asked for narrow yellow lines to be painted on Finkle Street as this was a Conservation Area. Correct signage showing 24/7 contact details were required for these works. The officer noted that yellow lines were a possibility and she would report back on this. She confirmed that correct signage would be erected.

A Councillor suggested that bunting be placed along Finkle Street to promote the fact that the shops were open and the officer advised that signage would be provided at both ends of Finkle Street to say 'business as usual' during the works. The Christmas lights fixings could be utilised to hang the bunting safely along the street.

A Councillor asked about the Gowthorpe/Brook Street/Scott Road/Leeds Road junction and the laybys along Gowthorpe. The officer updated that these works were tied into the Brayton Development, under this development all the traffic lights would 'talk' to each other to ensure traffic flow through town.

A Councillor advised that the white lines were faded in many areas of Selby and needed re painting and that signage for the recent building works on Wide Street had caused traffic to pull across into the opposite carriageway to turn right onto Ousegate.

The officer agreed to look at these issues and update Councillors in due course. She updated that the Road Closures affecting the Food & Drinks Festival and Bonfire & Fireworks Event would be free of charge and that Ringways would provide traffic management for the Bonfire & Fireworks Event Road Closure also with no charge.

**RESOLVED: That**

- (i) The chair thanked the NYCC Highways Officer for attending the meeting to bring Councillors up to date with Highway matters; and**
- (ii) An update be awaited from the Highways Officer with regard to the additional issues raised by Councillors**

**38 MINUTES OF THE LAST MEETING**

**38.1 MINUTES OF ANNUAL TOWN COUNCIL MEETING HELD 21 MAY 2018**

The Minutes of the Annual Town Council Meeting held on 21 May 2018 were received.

**RESOLVED: That the Minutes of the Annual Town Council meeting held on Monday 25 June 2018 be approved subject to Minute No 3 Retiring Mayor's Report – 'their' be replaced with 'her'.**

**38.2 MINUTES OF THE TOWN COUNCIL MEETING HELD OF 21 MAY 2018**

The Minutes of the Town Council meeting held on 21 May 2018 were received.

**RESOLVED: That the Minutes of the Town Council meeting held on 21 May 2018 be approved subject to 'Chair' being added to Cllr E Lambert on the attendance list.**

**38.3 NOTES OF THE DIGITAL WORKING GROUP HELD 11 JUNE 2018**

The notes of the Digital Working Group held 11 June 2018 were received. IT provision and printing comparisons would be considered at the next Finance & Staffing meeting to be held on 16 July 2018.

**RESOLVED: That**

- (i) The notes of the Digital Working Group held 11 June 2018 be approved as a correct record; and**
- (ii) IT Provision and Printing Comparisons be considered at the next Finance & Staffing Committee meeting.**

## **39 CORRESPONDENCE**

### **39.1 MOTION FROM COUNCILLOR W NICHOLS**

A motion had been received from Cllr W Nichols –

‘ This Council calls upon the Government to reconsider transitional arrangements for women born on or after the 6 April 1951 so that women do not live in hardship due to Pension changes that they were not told about until it was too late to make alternative financial arrangements’.

**RESOLVED: That the Town Council support the motion and a letter will be sent to Central Government along with the motion.**

### **39.2 EMAIL FROM NYCC REGARDING AREA COMMITTEE**

An email had been received from NYCC regarding the role and remit of the Council’s 7 Area Committees. It was noted that the 7 Area Committees no longer exist as committees of Council, in their place there would be 6 Area Constituency Committees. The area covered by 4 of the 6 Area constituency Committees (ACC) was significantly different to that covered by the Area Committee. As such the County Councillors on the Committees were different. It would be up to the members of the new ACC to decide whether they wish to have co-opted members on the committees, as part of their meeting.

Council considered the changes to be a retrograde step and not the best way forward.

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

### **39.3 EMAIL UPDATE FROM YLCA REGARDING APPOINTMENT OF A DATA PROTECTION OFFICER (DPO)**

An email from YCLA regarding Parish and Town Council having no legal requirement to appoint a Data Protection Officer (DPO) was received. It was agreed to take no further action.

**RESOLVED: That the email received from YLCA regarding Data Protection Officer be noted.**

### **39.4 LETTER FROM AGE UK SELBY**

A letter had been received from Age UK Selby and a grant application form. The figures within the Grant Application form did not appear to be accurate and the Clerk was asked for clarification.

**RESOLVED: That the Clerk obtains clarification with regards to the figures and presents further information to the next Council meeting for consideration.**

## **39.5 GRANT APPLICATION FROM BARWIC PARADE COMMUNITY PRIMARY SCHOOL**

A Grant Application had been received requesting funding for £600.00 for a project to purchase equipment for the 'New Go Green Campaign'. As this was a new project it was considered.

**RESOLVED: That the Grant be approved for £600.00 from the Grants Budget 2018/19.**

## **40 ACCOUNTS**

### **40.1 Payments made between 1-31 May 2018**

A folder containing all payments made since the last Town Council meeting was presented to Council with the RBS report detailing the list of payments, petty cash payments and credit card transactions between 1 – 31 May 2018. Payments over £1,000 considered were listed below;

Create TVT (Food Festival Bags and flyers)	£1,588.80 (approved at Budget meeting)
First Impressions (Hanging Baskets)	£2,208.00
UK Fireworks (Fireworks)	£2,710.39

**RESOLVED: That**

- (i) The abovementioned payments over £1,000 be approved;**
- (ii) The payments made between 1-31 May 2018 in the sum of £ 122,327.36, petty cash in the sum of £516.48 were approved.**

Councillor Nichols left the Meeting.

### **40.2 Balances**

The Clerk updated that the balance at the Unity Bank on 31 May 2018 was £746,239.07 and the value of the funds on term deposit were;

- £113,713.75 with Yorkshire Bank for a 12 month period (as at 19 December 2017);
- £102,239.89 (Bid Market Valuation as at 31 March 2018, Mid Market Valuation £103,849.16) with Churches, Charities and Local Authorities (CCLA) Property Fund;
- £102,044.21 with Yorkshire Bank for a 6 month period (as at 16 May 2018).

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

### **40.3 Market Expenditure Budget Virement**

Council considered a Virement to transfer funds from the Market Budget to the Staffing Budget for June 2018 for £89.50.

<b>Virements - Market Waste Budget £1,300</b>		
Details 2018/19	Cost £	Balance against Budget
Balance B/Fwd		£1,102.83
June	89.50	
Balance		£1,013.33

**RESOLVED: The Virement to transfer funds from the Market Budget to the staffing budget for June 2018 in the sum of £89.50 be approved.**

#### 40.4 Wedding Expenditure Budget Virement

There was no Virement required for June 2018 to transfer funds from the Wedding Expenditure Budget to the Staffing Budget.

<b>Virements – Wedding Expenditure Budget £1,000</b>		
Details 2018/19	Cost £	Balance against Budget
Opening Balance		£807.22
June 2018	NIL	
Balance		807.22

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

#### 40.5 Street Lighting Costs

The Clerk updated on Street Lighting Costs as requested at the last Council meeting.

The Chair of Finance and Staffing asked the Clerk if the Street Lighting maintenance payment of £888 plus VAT had been sent without approval from Council. The Clerk updated that payment had been sent and apologised for authorising the payment prior to formal approval. The Chair of Finance and Staffing asked that the wording and operations of the Financial Regulations and Accounts Procedure be considered at the next Finance and Staffing meeting.

The Clerk was asked to contact NYCC Street Lighting to ascertain why the street lighting maintenance charges had increased.

**RESOLVED: That**

- (i) The Clerk clarifies the maintenance charges with NYCC and the matter is placed on the agenda of the next Land & Property Committee meeting for consideration; and**
- (ii) The Clerk provide clarification to Finance & Staffing on why the Financial Regulations had not been followed.**

#### 41 LONE WORKING DEVICE UPDATE

This item was moved to Private Session - Part II of the meeting.

## 42 DATA PROTECTION (GDPR) UPDATE

The Clerk provided the current Data Protection Policy. A full review would be carried out at the July or September 2018 Council meeting.

**RESOLVED: That a review of the Data Protection Policy be carried out in either July or September 2018 full Council.**

- 42.1 The Clerk provided a General Privacy Notice for consideration. It was felt that the document needed to be more specific to the Town Council, amendments were provided and the document needed the office telephone number and full postal address included.

**RESOLVED: That, subject to the amendments provided, the General Privacy Notice be approved and a full review of the document to be considered at September full Council.**

- 42.2 The Privacy Notice for Staff, Councillors and Volunteers was considered. Full contact details needed to be included. Once this has been updated the document was approved.

**RESOLVED: That, subject to the amendments provided, the Privacy Notice for Staff, Councillors and volunteers be approved and a full review of the document to be considered at September full Council.**

- 42.3 The Clerk provided the draft Contact Consent Form to be considered. It was agreed that this document be provided for the next meeting.

**RESOLVED: That the draft Contact Consent Form be considered at the next meeting.**

- 42.4 YLCA has also provided a Draft Record Management Policy to assist local councils and parish meetings comply with their duties under the General Data Protection Regulation. A Copy of the document was considered. The following amendments were required –

4.1 first bullet point the word Annexe to be replaced with Appendix

4.1 second bullet point after authorised personnel to read ‘ approved by Council’

5.2 to be removed as it should be part of the Data Protection Policy

7.1 to remove the wording after ‘requirements’.

**RESOLVED: That**

- (i) The Draft Record Management Policy be approved subject to the amendments and reviewed in January 2019: and**
- (ii) Appendix A - document retention timescales be reviewed by the Clerk and brought back to Council in January 2019.**

## 43 NEIGHBOURHOOD PLAN UPDATE

The Clerk had received an update from the SDC Policy Officer that it's more than 50% of the total numbers of votes received in the referendum that the Neighbourhood Plan needs in order for it to pass.

Council to consider appointing Groundwork to complete the additional work as a cost of £3,630 (66 hours) from the Contingency Budget 2018/19. The Clerk was asked to confirm how much had currently been spent on producing the Neighbourhood Plan. The Clerk updated that it hadn't cost the Town Council anything to date as Locality had provided funding to produce the Draft Neighbourhood Plan Document.

**RESOLVED: That the Clerk provides clarification on how much has been spent in producing the Neighbourhood Plan to the July Council Meeting.**

#### **44 STANDING ORDERS AND FINANCIAL REGULATIONS**

The Clerk provided amendments to the Standing Orders and Financial Regulations for consideration. A Councillor was appointed to check over the full version showing the amendments and a full list of the amendments be brought back to the next meeting.

The amendments to the Financial Regulations were approved and adopted.

**RESOLVED: That**

- (i) The Standing Orders be provided to the next meeting with a full list of amendments; and**
- (iii) The amendments to the Financial Regulations be approved.**

#### **45 TRAINING**

##### **45.1 YLCA Training**

Consideration was given to the training available from YLCA. It was agreed that Cllr Rofidi attends the Developing your Skills as a Councillor Training.

**RESOLVED: That Cllr Rofidi attend the training for new Councillors.**

##### **45.2 Training Policy**

The Training Policy of the Town Council as adopted 29 June 2015 was reviewed. It was agreed that no changes needed to be made.

**RESOLVED: That the Town Council Training Policy be adopted and reviewed once again in 2021.**

## 46 POLICY REVIEW

The Draft Equalities and Diversity Policy was considered for adoption.

**RESOLVED: That the Draft Equalities and Diversity Policy be approved and reviewed in 12 months.**

## 47 STEP UPDATE

There was no STEP update.

## 48 CEF UPDATE

A Councillor updated that at the recent CEF meeting an update on the Selby District Council 'Waster' project by Aime Brookes was given.

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

## 49 BIG LOCAL

There was no Big Local update.

## 50 ONGOING ITEMS – CLERK'S UPDATE

### 50.1 Events

Fun Day-This year's Fun Day was very successful and well attended. There will be a Fun Day Debrief on 23 July 2018 in the Town Hall Studio at 6.30pm. The Resource Manager and Admin Officer would be in attendance. The Clerk gave her apologies.

Food and Drinks Festival – Saturday 28 July 2018 from 9.30am to 5pm.

Beer Festival – Saturday 4 August 2018. Omega Security Services will be this year's main Sponsor as Mayfair Security are no longer sponsoring the event.

Remembrance Concert and Remembrance Event

Tickets for the Remembrance Concert are on sale on the Box Office system and the concert on the 10 November will be advertised in the Town Hall brochure.

Council received an update from the Clerk with regard to a meeting with John Weetman, Selby Abbey and the Royal British Legion volunteers. The Chair of Finance & Staffing updated that Council had only approved a grant of £1,000 towards admin, facilitation and logistics. Alternative ways to display the poppies needed to be considered by the British Legion volunteers.

**RESOLVED: That**

- (i) The Clerk's update on events be noted; and**
- (ii) The Town Council's involvement in the British Legion display of poppies be limited to the grant already approved and provided.**

50.2 Town Hall

The Digital Working Group considered the IT provision report of the Clerk. Further information would be provided to Finance and Staffing on 16 July 2018 along with an amended report.

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

50.3 Town Hall – Arts Centre

The Town Hall Privacy Notice was received, as approved in principle, at the last Council meeting.

**RESOLVED: That the Town Hall Privacy Notice be adopted. The policy be reviewed in September 2018.**

50.4 Office

There were no matters for discussion.

50.5 Cemetery

The Resource Manager has identified a possible option for the 'There But Not There' Tommy figure to be sited on a permanent bespoke base and kept close to the War Grave section of the Cemetery as close to the wall as possible and then removed after the event. The base plate that is provided with the figure can be set aside for use if the 'Tommy' is deployed elsewhere such as the Sunday service at the Market Place, Abbey Grounds or within the Selby Park.

**RESOLVED: That the 'Tommy figure' be sited in Selby Cemetery in the place identified by the Resource Manager.**

50.6 Longmann Hills Farmhouse

The Clerk updated that the shower unit had been replaced in the en-suite bathroom at the Farmhouse the total cost of the works, including the flooring, would be £760.00.

**RESOLVED: That the work to repair the shower tray, including flooring in the sum of £760 be approved and taken from the Longman Hills Farmhouse Expenditure Budget 2018/19.**

## 50.7 Market

A Market Traders meeting was held on Monday 11 June 2018 and feedback from the meeting would be taken to the next Market Working Group meeting. The dates of the Farmers & Craft Market are as follows;

21 July 2018	20 October 2018	18 January 2019
18 August 2018	17 November 2018	16 February 2019
15 September 2018	15 December 2018	16 March 2018

## 50.8 Play Areas

There were no matters for discussion.

## 50.9 Allotments

There were no matters for discussion.

## 50.10 Website

The Clerk would look at the mobile optimisation for the Town Hall Website and email C Laskey accordingly.

**RESOLVED: That the Clerk look at the mobile optimisation for the Town Hall website and advise the Councillor accordingly.**

## 50.11 Highways

There were no further matters for discussion.

## 50.12 Street Furniture

There were no matters for discussion.

## 51 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.**

## 52 PRIVATE SESSION

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 the Public and press were excluded from the meeting for the discussion of the following exempt business.

### Item deferred from Part I – Lone Working

The Lone Working Device Report provided by the Clerk was considered, it was agreed to defer this item to Finance and Staffing. The Clerk to clarify what the acronym PNC and CLI means.

**RESOLVED : That the Lone Working Device Report be brought back to the Finance and Staffing Committee to be held on 16 July 2018.**

## 53 CARENTAN CLOSE – STREETLIGHTING UPDATE

An update was received with regard to street lighting at Carentan Close.

**RESOLVED: That Option A be approved at a cost of £405.00 to reinstate a double arm fitting to the street light in question at Carentan Close and taken from the Street Lighting Budget 2018/19.**

## 54 BONDGATE TIP SITE

A letter had been received from Selby District Council with regard to Bondgate tip. The document was over 400 pages. A Councillor had suggested that the document be scanned and not copied for Councillors to view online. A further discussion to take place at Council in July.

**RESOLVED: That**

- (i) The document from Selby District Council be received; and**
- (ii) The Clerk arranges to have the document scanned, at a cost of no more than £100.00 to be placed on the secure Councillors page of the website to be taken from the Admin budget 2018/19.**

## 55 TELEPHONE SYSTEM

Council considered the report of the Clerk, as presented to the Digital Working Group, with updates from two suppliers for a new Telephone System. It was agreed that Option 2 from Aspire Technology be approved.

**RESOLVED: That Option 2 from Aspire Technology in the sum of £1,765.00 to be taken from the Asset Replacement Budget EMR Budget for purchase, installation and training along with a monthly cost of £154.00 for the call plan, broadband and PSTN line be approved.**

## 56 SALARIES

A schedule of salary payments for June 2018 was received. Council agreed to approve the salaries to be checked retrospectively at the next meeting.

The Clerk updated that one of the Caretaker's had resigned and was due to leave on 21 July 2018.

**RESOLVED: That the salary payment of £ 26,662.41 for June 2018 be retrospectively approved at the July meeting.**

## 57 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Council considered having agendas provided electronically and only councillors on committees to receive agendas for their meetings. It was noted that all agendas were available on the Council's website. A Councillor considered trialling use of a laptop instead of a hard copy agendas at meetings.

**RESOLVED: That**

- (i) Certain Councillors agreed to trial accessing the Council meeting papers via the website on a laptop only; and**
- (ii) Only Councillors on the various Town Council Committees to receive a hard copy of the relevant agendas. All Councillors to continue to receive the full Council agenda.**

Monday 16 July 2018	Finance & Staffing Committee
Monday 30 July 2018	Council
Monday 3 September 2018	Land & Property
Monday 10 September 2018	Town Hall Management Committee
Monday 24 September 2018	Council
Monday 15 October 2018	Finance and Staffing Committee
Monday 29 October 2018	Council
Monday 26 November 2018	Council