

**Town Clerk
Mrs G Bell**

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19 November 2019

Dear Councillor

Town Council Meeting – Monday 25 November 2019

You are hereby summoned to attend the meeting of Selby Town Council which has been arranged for **MONDAY 25 November 2019 at 7.00pm** 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

111 PUBLIC QUESTIONS

112 APOLOGIES FOR ABSENCE

113 DISCLOSURE OF INTEREST

114 POLICE INSPECTOR WEDGEWOOD

Inspector Wedgewood will be in attendance for a question & answer session. Councillors had submitted questions prior to meeting and Inspector Wedgewood provided answers (Pages 6 to 7 attached).

115 MINUTES OF LAST MEETING

115.1 To confirm as a correct record the minutes of Finance & Staffing Committee held on 21 October 2019. (Pages 8 to 14 attached).

RECOMMENDATION TO COUNCIL That:

- i) Item FS23 – The IT Provision allocated amount be increased to £13,000;**
- ii) Item FS26 – Both the 6-month and 12-month Term Deposit accounts be rolled over;**
- iii) Item FS26 – The CCLA Property Fund Dividends of £4,463.14 from 2018/19 be invested in the 12-month Term Deposit account;**
- iv) Item FS27.1 – The Following amendment to the TOIL/Flexitime Policy be added: “Under the working time regulations staff are entitled to a rest period of not less than 11 consecutive hours in each 24 hr period or compensatory rest at the next suitable opportunity”;**
- v) Item FS27.1 – The date of the next review be November 2020;**
- vi) Item FS27.2 – No changes be made to the Disciplinary Policy & Procedure;**
- vii) Item FS27.2 – The date of the next review be Autumn 2022;**
- viii) Item FS27.3 – The Grievance Policy & Procedure be reviewed once the Clerk has received updated information from NALC, and fix the next date for review as Autumn 2022;**
- ix) Item FS28 – That the Corporate Risk Assessment be reviewed annually;**
- x) Item FS29 – The committee recommends in the interim that once the new Finance Manager is in post, the Finance Manager becomes responsible for fulfilling the duties of RFO, whilst the Clerk remains accountable for those duties being undertaken;**
- xi) Item FS30 – That the Health, Safety and Welfare Group reconvenes; and**
- xii) Item FS32 – That a photocopier/printer – model RISO Inkjet Printer-AU RISO CC 7150 – be leased from RISO for a period of 60 months.**

115.2 To confirm as a correct record the minutes of Council, held on 28 October 2019. (Pages 15 to 21 attached).

116 CORRESPONDENCE RECEIVED

116.1 To receive and consider a letter from Flaxley Road TARA (Page 22 attached).

117 ACCOUNTS

117.1 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 – 31 October 2019 attached for consideration. (Pages 23 to 26 attached).

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

NYCC £ 1,191.34 Fuel Charges for April, May, June, July, August & Sept 2019

117.2 The balance at the Unity Bank on 31 October 2019 was £793,835.52 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)
- £102,573 (Bid Market Valuation as at 31 October 2019, Mid-Market Valuation £104,190) with Churches, Charities and Local Authorities (CCLA) Property Fund (Pages 27 to 28 attached)
- £102,862.19 with Yorkshire Bank for a 6-month period (as at 16 May 2019)

117.3 The Virement to transfer funds from the Market Budget to the Staffing Budget for November 2019 for £49.42 to be considered and approved.

Virements - Market Waste Budget £1,300		
Details 2019/20	Cost £	Balance against Budget
Balance B/Fwd		£660.91
November	49.42	
Balance		£611.49

117.4 The virement to transfer funds from the Wedding Expenditure Budget to the staffing Budget for November 2019 for £223.10 to be considered and approved.

Virements – Wedding Expenditure Budget £1,000		
Details 2019/20	Cost £	Balance against Budget
Balance B/fwd		£675.76
November	223.10	
Balance		£452.66

118 SELBY TOWN NEIGHBOURHOOD PLAN UPDATE

No further update.

119 TRAINING

To consider any requests for training from Councillors.

120 SELBY TOWN ENTERPRISE PARTNERSHIP (STEP)

To receive the update from Councillor Shaw-Wright.

121 CEF UPDATE

To receive the update from Councillor Shaw-Wright.

122 BIG LOCAL

To receive the update from Councillor Davis.

123 POLICIES TO BE REVIEWED

There are no policies to be reviewed this month.

124 ONGOING ITEMS – CLERKS UPDATE

124.1 Events

Remembrance Event – Sunday 10 November 2019 – Huge turnout again this year.

Christmas Market and Lights Switch On Event – Saturday 30 November 2019.

124.2 Town Hall

124.3 Town Hall – Arts Centre

124.4 Office

124.5 Cemetery

124.6 Longmann Hills Farmhouse

124.7 Market

124.8 Play Areas

124.9 Allotments

124.10 Website

124.11 Highways

124.12 Street Furniture/Street Lighting

125 AUDITORS REPORT

To receive the Internal Auditors report (Pages 29 to 31 attached).

126 PLANNING CONSULTATION RESPONSES

The Clerk will report on Planning Consultations dealt with under delegated authority since the last meeting of Council (Pages 32 to 33 attached).

127 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.

128 SALARIES AND OVERTIME

To receive a schedule of salary payments for November 2019.

129 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 2 December 2019	Land & Property Committee
Monday 6 January 2020	Council Special Budget Meeting
Monday 20 January 2020	Finance & Staffing Committee
Monday 27 January 2020	Council