

**Town Clerk  
Mrs G Bell**

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19 June 2019

Dear Councillor

**Town Council Meeting – Monday 24 June 2019**

You are hereby summoned to attend the meeting of Selby Town Council which has been arranged for **MONDAY 24 June 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

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**A G E N D A**

**30 PUBLIC QUESTIONS**

**31 APOLOGIES FOR ABSENCE**

**32 DISCLOSURE OF INTEREST**

### **33 MINUTES OF LAST MEETING**

- 33.1 To confirm as a correct record the minutes of the meeting of Annual Town, held on the 20 May 2019. (Pages 6 to 8 attached).
- 33.2 To confirm as a correct record the minutes of the meeting of Annual Council, held on the 20 May 2019. (Pages 9 to 12 attached).
- 33.3 To confirm as a correct record the minutes of the meeting of Council, held on the 20 May 2019. (Pages 13 to 19 attached).
- 33.4 To confirm as a correct record the minutes of the Land and Property Committee, held on 3 June 2019 (Pages 20 to 46 attached).

#### **RECOMMENDATION TO COUNCIL That:**

- i) The Mobile Phone Policy be approved by Council subject to the amendments;**
- ii) The review date of June 2022 be approved for the Mobile Phone Policy**
- iii) The Planning Consultation Policy be approved by Council subject to the amendments;**
- iv) The review date of June 2021 be approved for the Planning Consultation Policy;**
- v) The amendments to the Cemetery & Memorial Rules and Regulations be approved subject to the re-wording of items 3.4 and 4.18;**
- vi) The review date of June 2024 be approved for the Cemetery & Memorial Rules and Regulations;**
- vii) To note the resolutions for the Sailing Through Time Project;**
- viii) The Grass Matting etc be purchased at a cost of £2,479 ex. VAT and taken from the EMR Efficiency budget; and**
- ix) That two inclusive picnic tables be bought once the Clerk has approval to use S106 funding.**

**The Lawns and Ashes Plan to be circulated at the meeting.**

### **34 CORRESPONDENCE RECEIVED**

The following would like their thanks conveyed to the Members of Council for grants awarded:

Angela Bridge, Lynne O'Dowd, Citizens Advice Mid-North Yorkshire, Selby District Rail Users Group, Fibromyalgia & Chronic Illness Support Group, Age UK and Filderstadt Town Twinning Group.

### **35 ACCOUNTS**

- 35.1 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 May 2019 attached for consideration. (Pages 47 to 50 attached)

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

£3,643.04	NYCC – Street Lighting Energy Costs 2018-19
£2,154.00	AR Entertainments – FunDay

£1,250.00 William A Cole – FunDay  
 £5,460.00 Camel Events - FunDay  
 £21,360.00 Campbell Design - Sailing Through Time  
 £2,500.00 Ollie Holman – Sailing Through Time  
 £17,844.00 Streetscape – Cone Climber (Flaxley Rd Play area)

35.2 The balance at the Unity Bank on 31 May 2019 was £697,825.17 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)
- £104,066 (Bid Market Valuation as at 17 June 2019, Mid Market Valuation £105,706) with Churches, Charities and Local Authorities (CCLA) Property Fund (Page 51 to 52 attached)
- £102,862.19 with Yorkshire Bank for a 6 month period (as at 16 May 2019)

35.3 The Virement to transfer funds from the Market Budget to the Staffing Budget for June 2019 for £71.60 to be considered and approved.

<b>Virements - Market Waste Budget £1,300</b>		
Details 2019/20	Cost £	Balance against Budget
Balance B/Fwd		£1139.45
June	71.60	
Balance		£1067.85

35.4 There is no virement required for May 2019 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
Opening Balance		£1000.00
May 2019		
Balance		£1000.00

### **36 SELBY TOWN NEIGHBOURHOOD PLAN UPDATE**

Cllr S Shaw-Wright to update.

### **37 TRAINING**

To consider any requests for training from Councillors.

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

To receive the update from Councillor Davis.

### **39 CEF UPDATE**

To receive the update from Councillor Shaw-Wright.

#### **40 BIG LOCAL**

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

#### **41 DEVELOPING TOWNS VISION & ACTION PLAN**

A request has been received from Selby District Council following on with their work to develop local town vision and action plans, for further involvement from the Town Council. (Page 53 attached).

#### **42 VE DAY 75<sup>TH</sup> ANNIVERSARY**

To consider planning any activities/events to celebrate and commemorate the 75<sup>th</sup> Anniversary of VE Day. (Pages 54 to 55 attached).

#### **43 GRANTS**

To consider the request from the Children's Literature Festivals to receive a 950 grant. The grant application was first received on 29 March 2019, and since then further information has been provided. (Page 56 attached).

#### **44 POLICIES TO BE REVIEWED**

- i) To review the Data Protection Policy and agree the next review date (Pages 57 to 63 attached)
- ii) To review the Equality and Diversity Policy and agree the next review date (Pages 64 to 69 attached)
- iii) To review the Training Policy and agree the next review date (Pages 70 to 71 attached).

#### **45 ONGOING ITEMS – CLERKS UPDATE**

##### **45.1 Events**

Fun Day - Sunday 16 June 2019 – The event went very well and lots of positive feedback in person and on social media from members of the public. No issues reported by security or staff.

Food and Drinks Festival – Saturday 27 July 2019 from 9.30am – 5pm – A grant has been received from STEP for £1000 towards entertainment.

Beer Festival – Saturday 3 August 2019 – Tickets are selling steadily.

Bonfire & Fireworks Event - Saturday 2 November 2019

Remembrance Event – Sunday 10 November 2019

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

##### **45.2 Town Hall**

##### **45.3 Town Hall – Arts Centre**

45.4 Office

45.5 Cemetery

45.6 Longmann Hills Farmhouse

45.7 Market

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

20 July 2019	19 October 2019
17 August 2019	16 November 2019
21 September 2019	21 December 2019

45.8 Play Areas

45.9 Allotments

45.10 Website

45.11 Highways

45.12 Street Furniture

#### **46 PLANNING CONSULTATION RESPONSES**

The Clerk will report on Planning Consultations dealt with under delegated authority since the last meeting of Council (Pages 72 to 73 attached).

#### **47 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.**

#### **48 SALARIES AND OVERTIME**

To receive a schedule of salary payments for June 2019.

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

Monday 15 July 2019	Finance & Staffing Committee
Monday 29 July 2019	Council
Monday 2 Sept. 2019	Land & Property Committee
Monday 9 Sept. 2019	Town Hall Management Committee
Wednesday 11 Sept. 2019	Market Working Group