

**Town Clerk
Mrs G Bell**

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24 July 2019

Dear Councillor

Town Council Meeting – Monday 29 July 2019

You are hereby summoned to attend the meeting of Selby Town Council which has been arranged for **MONDAY 29 July 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

50 PUBLIC QUESTIONS

51 APOLOGIES FOR ABSENCE

52 DISCLOSURE OF INTEREST

53 MINUTES OF LAST MEETING

- 53.1 To confirm as a correct record the minutes of the meeting of Council, held on the 24 June 2019. (Pages 6 to 14 attached).
- 53.2 To confirm as a correct record the minutes of the Finance & Staffing Committee, held on 15 July 2019 (Pages 15 to 19 attached).

RECOMMENDATIONS TO COUNCIL That:

- i) The Short-Term Reserve EMR balance be transferred to the Reserve Fund EMR;**
- ii) Unallocated balances be used to clear the overspend in Cultural Arts Project EMR;**
- iii) All additional hours associated with a wedding be vired from the Wedding Expenditure budget to the Staffing Budget;**
- iv) The wedding charges be re-looked at before budget setting 2020/21;**
- v) The Clerk ensures correct evidenced bank recollection monthly reports;**
- vi) The Clerk correctly records contractors awarded tenders on Council minutes;**
- vii) The Clerk circulates the latest version of the Risk Management Arrangements in preparation to be reviewed at the next Finance & Staffing Committee;**
- viii) The Fidelity Guarantee stays at £1m, and**
- ix) That all Employees are paid in accordance with NJC National Agreement on Pay & Conditions of Service.**

54 CORRESPONDENCE RECEIVED

- 54.1 To receive the email from Guy Gibson, Co op Food asking for support to implement a TRO at the junction of Flaxley Road and Powell Street. (Page 20 to 21 attached).
- 54.2 To receive the letter from Residents of 21-31 The Haven requesting a streetlamp. (Page 22 attached).

55 ACCOUNTS

- 55.1 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 – 30 June 2019 attached for consideration. (Pages 23 to 27 attached)

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

£1,517.40	Jonathan's Fireworks
£1,000.00	Nigel Brown – Food Festival
£2,863.00	Andrea Hall – Autumn Brochure Design & print
£3,169.80	First Impressions – Hanging baskets & planters

Payments made since the last meeting of Council, needing retrospective authorisation (authorised by the Chair of Finance & Staffing and Chair of Council) over £1,000 are listed below:

£2442.00	Parsons Containers – Cemetery Container
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55.2 The balance at the Unity Bank on 30 June 2019 was £614,423.45 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 19 June 2019, Mid-Market Valuation £105,706) with Churches, Charities and Local Authorities (CCLA) Property Fund (Page 28 attached).
- £102,862.19 with Yorkshire Bank for a 6-month period (as at 16 May 2019).

55.3 The Virement to transfer funds from the Market Budget to the Staffing Budget for July 2019 for £80.28 to be considered and approved.

Virements - Market Waste Budget £1,300		
Details 2019/20	Cost £	Balance against Budget
Balance B/Fwd		£1067.85
July	80.28	
Balance		£987.57

55.4 The virement to transfer funds from the Wedding Expenditure to the Staffing Budget for July 2019 for £324.24 to be considered and approved.

Virements – Wedding Expenditure Budget £1,000		
Details 2019/20	Cost £	Balance against Budget
Opening Balance		£1000.00
July 2019	324.24	
Balance		£675.76

56 SELBY TOWN NEIGHBOURHOOD PLAN UPDATE

No update to report.

57 TRAINING

No training requests from councillors to date.

58 SELBY TOWN ENTERPRISE PARTNERSHIP (STEP)

No update to report.

59 CEF UPDATE

No update to report

60 BIG LOCAL

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

61 POLICIES TO BE REVIEWED

There are no policies to review this month.

62 ONGOING ITEMS – CLERKS UPDATE

62.1 Events

Food and Drinks Festival – Saturday 27 July 2019 – Clerk to provide feedback at the meeting.

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.

62.2 Town Hall

Nothing to report

62.3 Town Hall – Arts Centre

The following proposal was passed at budget setting and the Resource Manager is seeking full council approval to go ahead:

To approve the purchase and fitting of fluorescent safety stair nosing's for the Arts centre stairwells x 2. Illuminated stair nosing's give better grip and are more visible in low light conditions at a cost of £1,583.60 to be taken from the EMR Asset Replacement & Refurb.

62.4 Office

Nothing to report

62.5 Cemetery

Nothing to report

62.6 Longmann Hills Farmhouse

Nothing to report

62.7 Market

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

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

62.8 Play Areas

Nothing to report.

62.9 Allotments

Work on the improved drainage at Stonebridge allotments is 95% complete with no reported major problems and we envisage that the work will be complete by the end of the month. There was a slight problem with an undetected water pipe which was resolved at the time. We are anticipating that this project will remain within budget. Having consulted with the contractor and allotment representative we are confident that this should alleviate the flooding problems to a certain extent.

62.10 Website

To consider the email from Wrapped, the Town Council website hosting agency. It explains that the website which is built on Concrete 5.6 will no longer be formally supported and although the website will be ok it will be left vulnerable to bots and hacks. Unfortunately to update the website to a more recent version that is supported, a lot of work will need to be done and there are no guarantees that the site will work properly. (Page 29 attached).

62.11 Highways

62.12 Street Furniture

62.13 1811 Building

An informal presentation was held at the 1811 Building. Architects from Native Architects showed projects they have previously completed, and Members had a short tour of the building.

63 PLANNING CONSULTATION RESPONSES

The Clerk will report on Planning Consultations dealt with under delegated authority since the last meeting of Council (Pages 30 attached).

64 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.

65 SALARIES AND OVERTIME

To receive a schedule of salary payments for July 2019.

66 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 2 September 2019	Land & Property Committee
Monday 9 September 2019	Town Hall Management Committee
Wednesday 11 September 2019	Market Working Group
Monday 30 September 2019	Council
Monday 21 October 2019	Finance & Staffing Committee
Monday 28 October 2019	Council
Monday 25 November 2019	Council
Monday 2 December 2019	Land & Property Committee