

**Town Clerk
Mrs G Bell**

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20 October 2020

Dear Councillor

Town Council Meeting – Monday 26 October 2020

You are hereby summoned to attend the Meeting of Selby Town Council which has been arranged to be held **on line** on **Monday 26 October 2020 at 7.00pm.**

LOG IN – The login details have been emailed to you.

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

70 PUBLIC QUESTIONS

71 APOLOGIES FOR ABSENCE

72 DISCLOSURE OF INTEREST

73 MINUTES OF LAST MEETING

73.1 To consider and approve the recommendations from the Market Working Group Meeting, held on 2 October 2020. (Pages 8 to 9 attached).

RECOMMENDATION TO COUNCIL THAT:

- i) the Food & Drink Festival be held in 2021, and**
- ii) the festival to be held on Saturday 24 July 2021.**

73.2 To confirm as a correct record the minutes of Council, held on 28 September 2020. (Pages 10 to 16 attached).

73.3 To consider and approve the recommendations from the Finance & Staffing Committee, held on 19 October 2020. (Pages 17 to 21).

RECOMMENDATIONS TO COUNCIL THAT:

FS28.2 Investment Review

The 6 month and 12 month Term Deposit accounts be rolled over when they reach maturity

FS29.2 Corporate Risk Policy

- i) The Corporate Risk Policy be approved subject to agreed changes**
- ii) The review date be October 2021**

FS29.3 Health & Safety Policy

- i) The Health & Safety Policy be approved**
- ii) The review date be October 2021**

FS29.5 TOIL Policy

- i) The Toil Policy be approved**
- ii) The review date be October 2022**

FS31.2 Inclusive Roundabouts

- i) To purchase 2 no. Inclusive Roundabouts, 1 each for Flaxley Road and Barwic Parade Play areas from Sutcliffe Play, at a total cost of £31,282.06 + VAT**
- ii) The balance from S106 of £22,099.49 to be used and the shortfall of £9,182.57 taken from unallocated balances.**

74 CORRESPONDENCE RECEIVED

- 74.1 To receive and consider an email from Regional Campaigns Officer Yorkshire and Humber
RNIB (Royal National Institute of Blind People) (Page 22 to 24 attached).

75 ACCOUNTS

- 75.1 A folder containing all payments made since the last Town Council meeting is available to view by appointment at the Town Hall. The RBS report detailing the list of payments, petty cash payments and credit card transactions between 1 – 30 September 2020 are attached for consideration. (Pages 25 to 28 attached).

The following payments made by the Clerk using delegated powers since the last meeting of Council for over £1,000 to be noted.

£1,121.16, Selby District Council, Waste – Cemetery
£1,020.74, Selby District Council, Waste – Town Hall
£3,558.40, Selby District Council, Waste – Market

- 75.2 The balance at the Unity Bank on 30 September 2020 was £862,102.81 and the value of the funds on term deposit are:
- £125,689.53 with Yorkshire Bank for a 12-month period (as at 19 December 2019)
 - £95,950.69 (Bid Market Valuation as at 30 September 2020, Mid-Market Valuation £97,460.24) with Churches, Charities and Local Authorities (CCLA) Property Fund (Page 29 attached)
 - £104,162.62 with Yorkshire Bank for a 6-month period (as at 18 May 2020)
- 75.3 The Virement to transfer funds from the Market Budget to the Staffing Budget for October 2020 for £87.39 to be considered and approved

Virements - Market Waste Budget £1,300		
Details 2020/21	Cost £	Balance against Budget
Balance		£1,031.44
October	87.39	
Balance		£944.05

75.4 There is no virement required for October 2020 to transfer funds from the Wedding Expenditure to the Staffing Budget.

Virements – Wedding Expenditure Budget £1,000		
Details 2020/21	Cost £	Balance against Budget
Balance		£1,000
October	NIL	
Balance		£1,000

76 SELBY TOWN NEIGHBOURHOOD PLAN UPDATE

To receive the update from Councillor Davis.

77 TRAINING

No updates to staff training.

78 SELBY TOWN ENTERPRISE PARTNERSHIP (STEP)

To receive the update from Councillor Davis.

79 CEF UPDATE

To receive the update from Councillor Shaw-Wright.

80 BIG LOCAL

To receive the update from Councillor Davis.

81 GROUNDWORK

To nominate and appoint a member to the Groundwork Board.

82 POLICIES TO BE REVIEWED

- 82.1 To consider adopting the Grievance Policy. The policy has been reviewed at Finance & Staffing Committee in July. Following clarification from YLCA the Clerk recommends adopting this policy. (Pages 30 to 33 attached).
- 82.2 To consider adopting the Disciplinary Policy. This policy has been issued from NALC with all the relevant legal updates. (Pages 34 to 41 attached).

83 ONGOING ITEMS – CLERKS UPDATE

To note the following:

84.1 Events Bonfire & Fireworks Display – 31 October 2020

This event has been cancelled.

Cemetery Remembrance Service – 11 November 2020

This has been cancelled this year.

Abbey Remembrance Service - 8 November 2020

New guidance on Remembrance events has been received from NALC. It clarifies that local authorities (including town and parish councils) in England can organise outdoor Remembrance Sunday events at a public war memorial or cenotaph if they complete a COVID-19 risk assessment and take all reasonable measures to limit the risk of transmission of the virus. They must also take into account the national guidance on outdoor events, including all cleaning and hygiene precautions. It also provides information on what activities can be involved, who can attend, test and trace requirements and communal worship. The Clerk can confirm that a Covid-19 risk assessment has been carried out and all current guidance is being followed.

Christmas Lights Switch On/Christmas Market – 28 November 2020

This year the Town Council will be holding a reduced Christmas Market. The market is fully booked. Street entertainers have been booked to walk around the town as well as the market.

84.2 Town Hall The Town Hall remains closed for face to face contact.

84.3 Town Hall – Arts Centre – No bookings currently being taken for room hire.

84.4 Office – No updates

84.5 Cemetery – No updates

84.6 Longmann Hills Farmhouse – No updates

84.7 Market - No updates

84.8 Play Areas – No updates

84.9 Allotments – Allotment inspections have now recommenced. The Admin Officer will start re-letting ready for the new year.

84.10 Website – The current website host has migrated to a new server, unfortunately this has meant that all information added to the website since May has been lost along with edit functionality. The website hosts are currently working to rectify this issue. The Clerk has posted a statement on the Town Council's facebook page regarding the matter.

84.11 Highways – The Clerk has not yet received a reply regarding speed checks on Leeds Road.

84.12 Street Furniture/Street Lighting – No updates

84.13 1811 Building – No updates

85 PLANNING CONSULTATION RESPONSES

The Clerk will report on Planning Consultations dealt with under delegated authority since the last meeting of Council (Page 42 attached).

86 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.

87 LOCAL PLAN

To consider the information provided by Selby District Council and agree any comments. (This information was emailed to everyone on the 15th October 2020).

88 SALARIES AND OVERTIME

The October 2020 Schedule of Salary Payments would be made available for Cllr M Davis for checking and authorising.

89 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 30 November 2020	Council
Monday 7 December 2020	Land & Property Committee
Monday 21 December 2020	Council Special Budget Meeting
Monday 18 January 2021	Finance & Staffing Committee
Monday 25 January 2021	Council
Monday 22 February 2021	Council
Monday 1 March 2021	Land & Property Committee
Monday 8 March 2021	Town Hall Management Committee
Monday 29 March 2021	Council