



**SELBY TOWN COUNCIL
APPOINTMENT OF TOWN CLERK (37Hrs)
RECRUITMENT HANDOUT**

1. INTRODUCTION

Thank you for responding to the Town Council's advertisement for the above post.

We hope you find the information in this Recruitment Handout interesting and helpful for you in deciding to apply. It is intended to supplement the advert, job description and person specification but does not form part of any subsequent contract of employment. The information is arranged as follows:

- Profile of the Town Council
- Role of the Town Clerk
- Key terms and conditions of employment
- Application and selection process

We are also enclosing the following documents with the Handout: -

- Two versions of the application form (if applying by email), word and pdf
- An Equality & Diversity Form
- A GDPR Consent Form
- Job application guidance notes, to assist you in completing the application form

If you have any questions on anything in this Handout, the role, recruitment process and selection arrangements and/or just require any further information before applying, please contact: -

Gill Bell, Town Clerk at g.bell@selbytowncouncil.gov.uk or call 01757 708449

If as a result of a disability or impairment you would like us to make any special arrangements concerning the completion of your application form or attending an interview, please let us know.

2. PROFILE OF THE TOWN COUNCIL

Selby Town Council represents residents directly at Town level and can “precept” – raising a council tax each year to improve local facilities and services for the community.

Selby Town Council is currently responsible within the parish of Selby Town area for:

- 4 play areas
- Cemetery
- Allotments
- The Town Hall
- The 1811 Building
- Arts Programme
- Noticeboards
- Street furniture
- Markets
- Some streetlights
- Christmas Lights
- Selby In Bloom

Selby Town Council also manages Selby Community Centre, Scott Road Community land and Bondgate Woodland on behalf of Selby Community Trust.

The Town Council also runs community events throughout the year including: -

- Food and Drink Festival
- Family Fun Day
- Community Bonfire and Fireworks
- Christmas Market and Light Switch On
- Farmers and Craft Markets
- Remembrance Day

The Council is made up of 18 Councillors from which a Chairman (Mayor) and Vice Chairman (Deputy Mayor) is elected at Annual Council each year in May.

The work of the Council is managed by the Town Clerk supported by administrative and maintenance staff. Further details can be found on our website –

www.selbytowncouncil.gov.uk

The Council currently employs, in addition to this post, 12 other members of staff who are based either in the Town Hall, the 1811 Building, Cemetery or work across our various sites. All staff are expected to work as a team to deliver the Council's services to the required standard.

3. ROLE OF TOWN CLERK

The job description and person specification for this post with Selby Town Council is enclosed with this Recruitment Handout. These set out in more detail the purpose

and main duties of this role along with the key attainments, knowledge, qualities, attitudes, skills and abilities required of the successful applicant for the post.

4. KEY TERMS AND CONDITIONS OF EMPLOYMENT

General

The employment will be on a permanent basis. The terms and conditions of employment are generally in accordance with the National Joint Council Scheme of Conditions of Service (the “Green Book”) except where varied by the Council

Salary

The salary scale for the post is set at NJC salary range 37-41 £49,817 to £54,143 p.a. The salary is subject to any revisions agreed nationally as a result of pay negotiations which are usually effective from 1 April.

Working hours and working week

The Town Hall core hours are open to the public Monday to Friday from 10am to 4pm.

Your normal working week will be 37 hours per week. The Town Council operates a flexi-time policy. The working week includes the need for attendance at evening meetings, normally Mondays, and occasional weekend working at events for which time off in lieu will be granted.

It is a term of employment that you comply, whenever possible, with any reasonable requests by the Council, temporarily to work additional hours. You are required to complete the duties and responsibilities of the post subject to normal management control and appropriate recording, which will entail the completion of a monthly time record for submission to the Responsible Finance Officer(RFO) / Deputy Clerk. The Council conforms to the relevant terms of the Working Time Regulations.

Annual leave

Your annual leave entitlement is 26 days (31 days after 5 year's local government continuous service) plus bank and public holidays and two extra statutory days.

Pension

You will be entitled to join the Local Government Pension Scheme which is a joint contributory scheme. We will provide details if you are appointed.

Probation

Confirmation of the appointment will be subject to the satisfactory completion of a period of probationary service of six months. During this probationary period your performance will be monitored, and you will be expected to establish your suitability for the post. Appropriate support, training or assistance will be given. Successful completion of the probationary period will be confirmed in writing.

Pay method

Salary is paid monthly by credit transfer to a bank or building society of your choice.

Work Location

The post is based at the Town Hall, York Street, Selby, YO8 4AJ and the 1811 Building, New Lane, Selby, but attendance at the other locations may be required on occasions.

Expenses

A car mileage payment is payable for authorised journeys in connection with the job or approved training or other attendances.

Other terms

You will be required to operate within the Town Council's policies and procedures.

5. APPLICATION AND SELECTION PROCESS

Selection Schedule

The outline recruitment and selection timetable is as follows: -

- Application closing date Monday 9 November at 4pm
- Shortlisting Thursday 12 November
- Interviews Monday 23 November

The interviews will be held at the Town Hall, York Street, Selby, YO8 4AJ

This outline timetable for the selection process is subject to amendment to suit circumstances but if you are short listed you will be advised of any material change to this timetable.

Application and shortlisting procedure

Applications must be made by completing the Application Form provided and you should complete all sections of the form. CV's will **NOT** be accepted as an alternative to the Application Form but may be attached along with any supplementary information or documents in support of your application.

Shortlisting will be based on the information provided in your Application Form and you should therefore address in particular the requirements of the Job Description and Person Specification for the post and ensure your relevant experience, knowledge, skills, qualifications and personal style are clearly described to give you the best opportunity in the short-listing assessment process. Guidance notes have been provided to assist in the completion of the Application Form. If appointed, you will be required to show documentary proof of any qualifications you may claim to hold.

When completed your Application Form should be **emailed to** the Town Clerk, Gill Bell at g.bell@selbytowncouncil.gov.uk or **posted** and marked as: -

Private and Confidential

Town Clerk

The Town Hall, York Street, Selby, YO8 4AJ

To arrive by Monday 9 November at 4pm.

Selection Process

Only successful candidates will be notified of selection for interview. All applications will be considered and assessed for competence and suitability for the post and scored using a shortlisting grid.

It is expected that the interviews will take place on Monday 23 November 2026 and will be held at the Town Hall.

References

If you are shortlisted, references may be applied for in advance of the interview unless you indicate in the Application Form that you do not give the Council permission to do so.

Equal Opportunities

The Council wholeheartedly supports the principle of equal opportunities in employment opposing all forms of unlawful and/or unfair discrimination whether on grounds of any protected characteristic in accordance with the Equality Act 2010. We aim to appoint therefore purely on merit and suitability for the post on offer. You are invited to complete and return the enclosed Equality and Diversity Monitoring Form and return it with your completed Application Form. The completed form will be regarded as strictly confidential, kept separately from and in no way used or affect the outcome of your application for employment.

Further Information

We hope that the information contained in the Recruitment Handout is helpful and sufficiently thorough to enable you to submit your application which we look forward to receiving.

However, if you have any questions on the information in the Recruitment Handout or any aspect of the appointment or the recruitment process, please do not hesitate to contact the Town Clerk as set out in this Handout

Attachments

Included in this pack is the Town Council's current Business Plan and Selby Community Trust's Annual Return.

Information regarding the Town Council, including current budget and council and committee agendas and minutes can be found on the website

[Home - Selby Town Council](#)

Job Description

Town Clerk

Job Title: Town Clerk

Reports To: The Town Council

Location: Selby Town Council Offices

Hours: 37 hours per week, including attendance at evening meetings, usually Mondays, and some weekend events

Contract: Permanent

Purpose of the Role

The Town Clerk is the Council's principal officer and is responsible for the effective administration of the Town Council. The post holder will provide professional advice and support to elected members, implement Council decisions, manage day-to-day operations, and ensure the Council conducts its business lawfully, efficiently and in the best interests of the local community.

The Town Clerk will play a key leadership role in supporting the Council's vision and priorities while fostering positive relationships with residents, organisations and partner agencies.

Key Responsibilities

Governance and Administration

- Act as the Proper Officer of the Council in accordance with statutory requirements.
- Advise the Council on its legal powers, duties, responsibilities and procedures.
- Prepare agendas, reports and supporting documents for Council and committee meetings.
- Attend Council and committee meetings, usually held on Mondays, and ensure accurate minutes are recorded.
- Implement decisions made by the Council and its committees.
- Maintain Council records and official documents.
- Ensure compliance with relevant legislation, policies and governance requirements.

Strategic Leadership

- Support the Council in developing and achieving its strategic objectives.
- Provide professional and impartial advice to councillors.
- Identify opportunities for service improvement and community development.

- Assist in the development and delivery of Council projects and initiatives.
- Identify national and regional funding opportunities

Operational Management

- Oversee the day-to-day administration of the Council.
- Manage Council facilities, assets, contracts and services.
- Monitor the delivery of Council services and ensure they meet agreed standards.
- Develop and review policies and procedures as required.

Staff Management

- Manage, support and develop Council employees where applicable.
- Ensure effective staffing arrangements are in place.
- Promote a positive and professional working environment where staff feel valued and supported.
- Manage recruitment, performance and training processes as required, including carrying out annual appraisals and review, and regular one to ones of all management team.

Community and Stakeholder Engagement

- Act as the main point of contact between the Council and the public.
- Build and maintain positive relationships with residents, local organisations, businesses and partner agencies.
- Promote effective communication and public engagement.
- Represent the Council at meetings and events when required.

Compliance and Risk Management

- Ensure the Council complies with all relevant statutory obligations.
- Maintain appropriate policies relating to health and safety, data protection, and other regulatory requirements.
- Support the Council in identifying and managing risks.
- Ensure good governance and transparency in all Council activities.

Financial Responsibilities

- Oversee the work of the RFO in all aspects of the Council's finances.
- Act as the principal adviser being responsible for the careful administration of the Council's finances, and the proper application and maintenance of the Council's governance policies and procedures, in conjunction with the RFO.
- Advise the Council and its Committees on, and preparing, the annual budget estimates of income and expenditure for revenue services, project, and annual precept requirements, in conjunction with the RFO
- Manage the Council's budget and management accounts providing the Council with regular reports and updates, in conjunction with the RFO

Community Trust

Act as Clerk and consultant to the Community Trust to:

- Ensure its charity obligations are fulfilled
- Ensure effective budgetary control and management of the Trust's income and expenditure.
- Prepare agendas, reports and supporting documents for Trust meetings, usually held on Mondays
- Implement decisions made by the Trustees
- Maintain Community Trusts records and official documents
- Ensure compliance with relevant legislation and policies

Person Specification

Town Clerk

We're looking for a highly organised, professional and community-focused individual who can lead the administration of Selby Town Council and provide trusted advice and support to councillors. The successful candidate will demonstrate strong leadership skills, excellent governance knowledge, and a commitment to serving the local community.

Essential Criteria

Knowledge and Experience

- Experience in a management or governance role.
- Experience in budget / financial planning
- Experience of supporting boards, committees, elected members or senior decision-makers.
- Experience of preparing agendas, reports, minutes and official documentation.
- Experience of implementing decisions and managing projects through to completion.
- Understanding of governance, legislation, policies and regulatory requirements.
- Experience of managing staff, performance and workload planning.
- Demonstrable experience of building positive relationships with a wide range of stakeholders.

Skills and Abilities

- Excellent written and verbal communication skills.
- Excellent strategic planning, organisational and administrative skills.
- High level of competence in Microsoft Office applications, including Word, Excel, Outlook and Teams.
- Ability to provide clear, professional and impartial advice.
- Strong organisational skills with the ability to manage competing priorities.

- Ability to work independently while supporting collective decision-making.
- Strong problem-solving skills and the confidence to make sound judgements.
- Ability to lead and motivate staff and encourage a positive team culture.
- Ability to present information clearly and professionally to a variety of audiences.

Personal Qualities

- Professional, approachable and resilient.
- High standards of integrity, discretion and confidentiality.
- Politically aware, with the ability to remain objective and impartial.
- Proactive and solutions-focused.
- Committed to delivering excellent customer service and community engagement.
- Strong attention to detail and commitment to accuracy.
- Flexible and willing to attend evening meetings and occasional weekend events.
- Commitment to equality, diversity and inclusion.

Qualifications

- Degree or professional qualification in public administration, local government, business management or a related subject.
- Certificate in Local Council Administration (CiLCA) or a willingness to obtain it within two years.

Desirable Criteria

Knowledge and Experience

- Previous experience working for a town, parish or local authority council.
- Experience as a Town Clerk, Deputy Clerk or equivalent senior officer role.
- Knowledge of local government legislation and procedures.
- Experience of supporting charitable trusts, community organisations or voluntary sector groups.
- Experience of contract management, asset management or service delivery oversight.
- Experience of developing and delivering community projects and initiatives.
- Experience of managing organisational change or service improvements.
- Experience of high level funding bids.

Skills and Abilities

- Experience of public engagement, consultation or stakeholder management.
- Experience of media relations, public communications or website management.
- Knowledge of risk management and organisational compliance frameworks.
- Experience of organising civic, community or public events.

Qualifications

- CiLCA or appropriate management qualification

What Will Make You Successful in This Role?

The ideal candidate will be a confident and trusted advisor who enjoys working with people, navigating complex issues and making a positive difference to the local community. You will combine strong organisational and governance skills with a practical, hands-on approach, ensuring the Council operates effectively, transparently and in the best interests of Selby's residents.

Equal Opportunities

Selby Town Council is committed to promoting equality, diversity and inclusion and welcomes applications from all sections of the community. We are committed to creating a working environment where everyone is treated with dignity and respect, and where employment decisions are based solely on merit, skills and experience.

SELBY TOWN COUNCIL JOB APPLICATION GUIDANCE NOTES

The information you give in your application is all that will be used to determine whether or not you should be interviewed for the post. **CVs alone are not accepted.** It is vitally important that your application form contains all the information that is necessary to secure an interview. The following may be of assistance to you.

Acquaint yourself with the Application Form. If you would prefer, the form can be filled in electronically. Do not hesitate to ask for an electronic version.

Read through the Job Description and the Person Specification. The Job Description is a summary of the tasks that you will have to undertake, and the Person Specification lists all the criteria by which the council will measure every applicant. Make sure your application form addresses both documents to maximise your chance of being called for interview.

Completing the Application Form

·If you are submitting a written application, please use black ink. Fill in the factual sections first. Provide all the personal information that is asked for i.e., name, address, telephone number etc.

·Take time to fill in the application form. Why not prepare a draft application on a separate piece of paper? By taking time, your application will be free of mistakes, possible repetition and ensure that the final version is well presented, informative and a real reflection of you.

·Please provide as much information as possible about how you can be contacted (telephone numbers, e-address etc)

·Under previous employment, please work back in time. If you have more employers than there is space for, please include the information on a separate piece of paper but indicate you have done so on your application form.

·Your educational record should be recorded sequentially i.e., start with school and move onwards in time. If you hold any professional qualifications, please list them even if you feel they are not relevant to the position for which you are applying. List any training you have undertaken (this can include in-house training with former employers).

·Make the fullest use of the section in which you are asked to provide information about why you wish to apply for the post on offer. Link your experiences to the Job Description and the Personal Specifications. Tell us about any skills you may have. Remember, experiences gained elsewhere (e.g., voluntary work, sporting activities, family life) are all transferable and therefore valid. Please feel free to use additional sheets of paper if needed

·Think carefully about who you would like to act as your referees. It is preferable to provide at least one present, or recent, employer although the council recognises

that this may not always be possible where an applicant is commencing or re-joining working life. It is the council's practice that references will only be taken up if you are offered the post although there may be instances where it is necessary to do this in advance. Any appointment will be subject to the receipt of suitable references.

- Please tell us the earliest date when you could commence employment with the council.

- Do not forget to sign the application form and date it. We will not be able to process your application if this is not done.

- Remember to allow enough time for your application to be delivered by post. The application states when completed forms must be returned by.

- Only hard copy applications will be considered.

Additional documentation

- Some positions with the council are such that there is a need for a Disclosure and Barring Service (DBS) check to be carried out. This may even involve seeking an enhanced disclosure.

- Please ensure you complete the GDPR Consent Form, without that consent the Council will not be able to process your application.**

- Applicants are asked if they would be kind enough to complete the Equal Opportunities Monitoring Form which assists the council monitor its recruitment.

General points

- Keep your information concise and to the point

- Make a copy of your application form. You are free to refer to this in your interview.

- It is the council's practice not to inform candidates if they have not been called for interview, however if an email address is provided, unsuccessful interview candidates will be informed by this medium

- Candidates called for interview, but who have been unsuccessful, can be provided with feedback if is requested.

We look forward to hearing from you

APPLICATION FORM

Private and Confidential

Please complete all sections in full, in **black** ink or typescript

Personal information

Post applied for:		
Full Name:		
Address:		
Telephone Number (home or mobile):		
Telephone Number (work):	Can you be contacted at work?	
E-mail address (optional):		

Employment

Present/most recent employment: (please indicate whether or not you are still in employed)		
Name and address of employer	Position held	Summary of duties
Previous employment (please give your latest employment first and explain any periods not accounted for. Continue on a separate sheet of paper if needed)		
Name and address of employer	Position(s) held	Summary of duties

Education

School/college/ university/further education	Subjects studies	Results/grades

Professional qualifications:

Other qualifications and training relevant to this post:

General

Are you entitled to work in the United Kingdom?

Have you any criminal convictions you should disclose? If so, please give details (other than for spent convictions under the Rehabilitation of Offenders Act 1974, see explanatory notes)

Please use this space to explain why you are applying for this post and to give any additional information you feel may be relevant to your application. Please include any voluntary/social/sports or statutory activity where skills and experience have been gained that may assist you in your application. You may continue on a separate sheet of paper if necessary. **You are advised to use the Job Description and Person Specification as an indicator of the skills, experience and attributes that are required.**

References: Please give the name, address and telephone numbers of two referees. At least one should be a present or most recent employer. Please indicate in what capacity you know the referees.	
Name: Position: Address: Post Code: Telephone number: Capacity:	Name: Position: Address: Post Code: Telephone number: Capacity:

May references be taken up prior to interview (please indicate)?
When would you be available to take up appointment?

Please check that all sections of this application form have been completed.

Declaration: I hereby declare that, to the best of my knowledge, the information given on this form is correct and complete and can be treated as part of any subsequent Contract of Employment. I understand that if any statement is false or misleading, or if I have withheld relevant information, my application may be disqualified or, if I have already been appointed, disciplinary action may be taken which may result in dismissal. This declaration does not affect my rights under the Rehabilitation of Offenders Act 1974. Signed: Date:			
Please return this form to Selby Town Council, Town Hall, York Street, Selby, YO8 4AJ or email it to g.bell@selbytowncouncil.gov.uk by 4pm, on 9 November 2026 Interviews will be held on 23 November 2026, if you have not been invited to interview by that date, you may assume that your application has been unsuccessful.			
FOR OFFICE USE ONLY:			
Received		Decision	
Interview		Decision	

Selby Town Council

General Data Protection Regulation – Consent Form for Job Applicants

In May 2018 the law changes about how councils record, store and use individuals' personal data. The General Data Protection Regulation (GDPR) will govern how we manage data.

We need to collect and hold data about you to enable us to process your job application. GDPR places an obligation on employers to tell job applicants in more detail why we collect your data, what we do with it, and how long we expect to retain it.

We wish to obtain your informed consent about the data that we may hold about you as it provides you with a better understanding of how we will use your data.

We are not planning to transfer your data outside the European Economic Area.

Your consent is requested

We would like your consent to hold personal and special data about you in order that we can process your employment application.

Your application will be manually examined by those appointed by the Council for the purpose of shortlisting; interviewing and appointing.

The data we wish to obtain and hold (a range of examples provided, but not limited to):

	Type of data	Why we wish to hold it	How long it will be kept for
1	Personal data Your personal address and other contact details.	This will allow us to communicate with you.	Data obtained during recruitment will only be kept until either your application has been declined and then destroyed after 6 months or, if a job offer is made, a more comprehensive GDPR consent form will be issued
1	Recruitment data Previous employers; Types of job held at other employers; Previous salaries; Skills and qualifications obtained.	This will enable us to make a decision on your suitability for employment.	Data obtained during recruitment will only be kept until either your application has been declined and then destroyed after 6 months or, if a job offer is made, a more comprehensive GDPR consent form will be issued
2	Ethnic monitoring data We may gather anonymous data relating to protected characteristics under the Equality Act 2010	We use this data to understand the diversity of our workforce and job applicants and to positively inform our recruitment process.	This anonymous data will be kept for the duration of this round of applications and stored for 4 years afterwards.

Selby Town Council

Agreement to use my data

I hereby freely give Selby Town Council my consent to use and process my personal data (including sensitive data) relating to my job application (examples of which are listed above).

In giving my consent:

I understand that I can ask to see this data to check its accuracy at any time via a subject access request (SAR);

I understand that I can ask for a copy of my personal data (and sensitive data) held about me at any time, and this request is free of charge;

I understand that I can request that data that is no longer required to be held, can be removed from my file and destroyed;

I understand that if I am unsuccessful with my application my data will be destroyed after 6 months;

I understand that I can contact Selby Town Council directly if I have any questions or concerns. The email address is admin@selbytowncouncil.gov.uk and the telephone number is 01757 708449.

I understand that if I am dissatisfied with how Selby Town Council uses my data I can make a complaint to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or at www.ico.org.uk

Name: _____

Signature: _____

Date: _____

SELBY TOWN COUNCIL

EQUAL OPPORTUNITIES MONITORING FORM

Selby Town Council wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

Please return the completed form with your job application.

Gender Man * Woman * Intersex * Non-binary * Prefer not to say * If you prefer to use your own term, please specify here

Are you married or in a civil partnership? Yes * No * Prefer not to say *

Age 16-24 * 25-29 * 30-34 * 35-39 * 40-44 * 45-49 *

 50-54 * 55-59 * 60-64 * 65+ * Prefer not to say *

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English * Welsh * Scottish * Northern Irish * Irish *

British * Gypsy or Irish Traveller * Prefer not to say *

Any other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean * White and Black African * White and Asian *

Prefer not to say * Any other mixed background, please write in:

Asian/Asian British

Indian * Pakistani * Bangladeshi * Chinese * Prefer not to say *

Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African * Caribbean * Prefer not to say *

Any other Black/African/Caribbean background, please write in:

Other ethnic group

Arab * Prefer not to say * Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

Yes * No * Prefer not to say *

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual * Gay * Lesbian * Bisexual *

Prefer not to say * If you prefer to use your own term, please specify here

.....

What is your religion or belief?

No religion or belief * Buddhist * Christian * Hindu * Jewish *

Muslim * Sikh * Prefer not to say * If other religion or belief, please write in:

What is your current working pattern?

Full-time * Part-time * Prefer not to say *

What is your flexible working arrangement?

None * Flexi-time * Staggered hours * Term-time hours *

Annualised hours * Job-share * Flexible shifts * Compressed hours *

Homeworking * Prefer not to say * If other, please write in:

Do you have caring responsibilities? If yes, please tick all that apply

None * Primary carer of a child/children (under 18) *

Primary carer of disabled child/children *

Primary carer of disabled adult (18 and over) * Primary carer of older person *

Secondary carer (another person carries out the main caring role) *

Prefer not to say *



Selby Town Council Business Plan 2024-2034



Selby Town Council
Town Hall
Selby
YO8 4AJ

01757 708449

admin@selbytowncouncil.co.uk

selbytowncouncil.gov.uk



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@SelbyTownCouncil

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1. Introduction

This Business Plan sets out Selby Town Council's vision for the period 2024-2034. The plan ensures that the Town Council has an overarching strategy in place to guide the Council's direction.

The purpose of the Business Plan is to provide an overview of the Town Council's strategic objectives; it is a statement of the Town Council's vision and objectives, ensuring that the Council can take a consistent approach to:

- The development of strategies
- The design and delivery of services
- The need to improve facilities
- The prioritisation and allocation of resources
- The achievement of value for money

The Business Plan remains a living document, which will be regularly monitored, reviewed, and updated, responding to pressures arising from changing circumstances and forms the basis for the following years Action Plan.

While the Business Plan is a statement of intent, there may be occasions where budgetary constraints, policy, or legislative changes result in the Council having to make decisions contrary to those stated. This will result in changes being made to the Plan and an updated version being produced accordingly.

2. Community Involvement in the Business Plan Process

To ensure that the Business Plan is compatible with residents' requirements and wishes, the Council initially consulted with the public via Community Engagement at various Town Council events and through the Town Council's website and other social media platforms. The community was asked about their likes and dislikes about the town and what they felt are important objectives for the Town Council. Following this initial consultation the draft document was produced and considered by Council in February 2024. The draft went out for final public consultation during Spring 2024 before the final document was approved in October 2024.

3. Selby

Selby is the principal town and centre of population within the former District of Selby in North Yorkshire. Selby town has a population of approximately 20,000, the 2011 census registered Selby town population as 14,731.

Selby is a market town, with a weekly market held on a Monday and lies on the tidal River Ouse in a natural area of Yorkshire known as the Humberhead Levels. Historically, Selby town was part of the West Riding of Yorkshire until 1974.

Selby is 22 km from York, 42 km from Leeds and 48 km from Hull. The town is well served by motorways and railways with a direct service to London, making Selby a popular residential area, as evidenced by the population growth.

Selby Abbey is the main tourist attraction for both the town and local area, bringing in tourists, usually for day visits, from as far afield as America. Selby Abbey has links to the Washington family [Washington Window - Selby Abbey](#)



Every third Saturday of the month on Selby's marketplace, situated in front of the Abbey, a Monthly Farmers and Craft Market is held, where local traders and artisans purvey their products.

Selby is a popular place to live and is a destination for services and shopping to surrounding smaller towns and villages acting as the retail centre of the former District of Selby.

Selby also hosts a livestock market emphasising Selby's rural heritage [HOME - Selby Livestock Auction Mart \(selbymart.co.uk\)](#)

In recent years, large housing developments have sprung up around the outskirts of the town centre providing a mix of housing types; homes in Selby offer excellent value when compared to prices in Leeds and York. Easy access to rail and road links to these cities means that many families have moved into Selby to benefit from a semi-rural lifestyle, with an easy commute to major employment sites.

There are two secondary schools, five primary schools and a further education college, within the town boundary, providing good quality education to the younger members of our community.

Several sports clubs, including football, rugby and cricket, a sports centre, swimming pool, skate park, tennis club, children's play areas a park and a number of private gyms are located in Selby town.

Scott Road Community Field and Bondgate Community Woodland a 3-hectare site adjacent to a major housing site, both provide natural green areas for the community.

4. Your Council

Parish and Town Councils are democratically elected local authorities with duties and privileges conferred by Act of Parliament. Selby Town Council came into being in April 1974 and adopted Section 245(6) of the Local Government Act 1972 which gives Parish and Town Councils the power by resolution to allow themselves the title of Town Council and the Chair of a Town Council be entitled to be known as the 'Town Mayor'.

The Council is a corporate body with perpetual succession (Local Government Act 1972 s.14 (2)). Decisions made by the Council are the responsibility of the Council as a whole. Selby Town Council has the General Power of Competence (GPC). The Town Council resolved at their Annual Meeting in May 2022 until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence which gives Local Authorities "the power to do anything that individuals generally may do as long as they do not break any other laws". It is a power of first resort.

The Town Council holds sole responsibility for the services it provides. The Town Council works within a policy framework reflecting the range of its legislative responsibilities, its powers and duties and its responsibilities as an employer. There is a programme to regularly review and update if necessary throughout the year and they are published on the Town Council's website www.selbytowncouncil.gov.uk

The Town Council offices are at the:

Town Hall, York Street, Selby, YO8 4AJ.

The office is open to the public Monday to Thursday between 10am and 4pm.

The Council has a Town Mayor (in the role of Chair of the Council) and a Deputy Mayor. The holders of these positions are elected each year at the Annual Council Meeting held in May.

Council meetings are held monthly, with exception of August and December, usually on the last Monday and are supported by three committees, Finance and Staffing, Land and Property, and Environment who all meet quarterly and the Town Hall Management committee which meets twice a year.

The meetings are open to the public and time is set aside at each Council meeting for members of the public (Public Bodies (Admission to Meetings) Act 1960).

In addition to formal council meetings there are three Working Groups:

Markets and Health, and Safety & Welfare which meet at least twice a year, and the Digital Working Group which meets when required.

Details are published on www.selbytowncouncil.gov.uk

The Council consists of 18 Members representing four wards who are elected every four years:

North Ward

Andrea Stephenson
a.stephenson@selbytowncouncil.gov.uk

Richard Harrison
r.harrison@selbytowncouncil.gov.uk

Fred Matthews
f.matthews@selbytowncouncil.gov.uk

Steve Shaw-Wright
Cllr.Steve.Shaw-wright@northyorks.gov.uk

Keith Franks
k.franks@selbytowncouncil.gov.uk

South Ward

Sue Andrew
s.andrew@selbytowncouncil.gov.uk

Holly Davis
h.davis@selbytowncouncil.gov.uk

Tom Beharrell
t.beharrell@selbytowncouncil.gov.uk

Jack Proud
j.proud@selbytowncouncil.gov.uk

Wendy Nichols
w.nichols@unison.co.uk

Melanie Davis
m.davis@selbytowncouncil.gov.uk

West Ward

Karl Arthur
k.arthur@selbytowncouncil.gov.uk

Charlotte Middlebrook
c.middlebrook@selbytowncouncil.gov.uk

Michael Dyson
m.dyson@selbytowncouncil.gov.uk

Maxine Lawton
m.lawton@selbytowncouncil.gov.uk

Ian Lawton
i.lawton@selbytowncouncil.gov.uk

Craig Laskey
c.laskey@selbytowncouncil.gov.uk

St James Ward

Richard Pope
r.pope@selbytowncouncil.gov.uk

5. Staffing Structure

The administration of the Town Council is managed by a qualified Town Clerk who is appointed by the Council. The Town Clerk is required to carry out all the functions required by law as the Town Council's Proper Officer and to issue all statutory notifications. The Town Clerk also acts as the Responsible Finance Officer (RFO) and advises the Council on legal, financial and policy matters.

The Town Clerk is supported by a part-time Deputy Town Clerk who is responsible, and has delegated authority, when the Town Clerk is absent and who also oversees Community Engagement.

The Facilities Manager has day to day operational responsibility for the Cemetery and maintenance of the Council's other property, including three allotment sites, the Town Hall and 1811 building and three play areas, and the Community Centre, Community land, play area and Bondgate Woodland on behalf of Selby Community Trust.

The Arts Officer develops and manages the extensive Town Council Art's Programme [Selby Town Hall](#)

The Markets/Event Manager manages the markets on behalf of the Town Council, ensures that all traders are operating safely and that all rules are adhered to, and develops and manages new events / markets [Markets - Selby Town Council](#)

Support is provided by two Administrative Officers (one full and one part time) and a Resource team made up of a Facilities Supervisor, 3 Resource Assistants, 1 Caretaker/Cleaner and 1 Facilities Assistant.

6. Council Assets and Areas of Responsibility

- Town Hall
- 1811 Building
- Cemetery
- Cemetery Chapels
- Longmann Hill's Farmhouse (Private let)
- Cemetery Lodge (Let to a staff member)
- Play Areas
- Allotments sites

Areas of Responsibilities

- Town Hall Art's Centre Programme
- Town Hall hire – including a Registered Wedding Venue
- Cemetery related services
- Allotments
- Weekly Market
- Monthly Farmers Market
- Christmas Lights and Switch-On Event
- Civic Remembrance Events
- Food & Drink Festival
- Beer Festival
- Specialist Markets
- Street-lighting and furniture
- Bus Shelters
- Hanging Baskets & Planters
- Selby In Bloom
- Grounds Maintenance
- Community Events – Annual Family Fun Day and Bonfire and Fireworks Event

The Town Council also manage and support Selby Community Trust, (Charity No. 523830) which includes – Scott Road Community Centre, Community Land, Community Pond, and Bondgate Community Woodland.



7. Meeting Future Demands

The town has considerable potential for development and enhancement, but it will be necessary to tackle such issues that may arise as a result of further housing development, and Double Devolution.

In April 2023, the new North Yorkshire Council brought together all services previously delivered by the County Council, Borough, and District Councils. Some of these services could be transferred to parish and town councils in the future, therefore Selby Town Council will need to consider the implications of taking on any additional services.

The town is completing a Neighbourhood Development Plan for Selby, which follows extensive consultation with the community, both individuals and community organisations.

8. Council Vision, Core Values and Behaviours

‘Our Town will be vibrant and welcoming, with an inclusive and engaged community enriching the lives of all who live, work and visit Selby by constantly working towards providing an improved sustainable, and life enhancing environment for all.’

In order to achieve this vision, each of the Committees will deliver through an annual action plan which in turn will cascade into the staff objectives for the Town Council. They will do this whilst using the Council’s Core values:-

- Inclusive and engaged Community
- Being Fair
- Learning and developing
- Communicating well
- Delivering quality and sustainable services

- Thinking Innovatively
- Supporting each other
- Providing leadership

9. Objectives

1. A flourishing town and community
2. Focus on our environment
3. An engaged town council
4. An efficient and effective town council

9.1 A flourishing town and community

Aims

- Revisit and complete the Neighbourhood Plan
- Encourage more people to use the town centre through the regular markets and public events supported by commercial sponsorship whenever possible
- Work with local authority partners to improve the towns infrastructure
- Continue to improve the standards of our play areas
- Ensure that developer contributions appropriately target the needs of the community
- Work with partners to provide initiatives to ensure the town remains a safe place
- Work with local stakeholders to identify and tackle hidden needs within our community
- Provide grants to community organisations based or working in the town

9.2 Focus on our environment

Aims

- Deliver a proactive action plan targeted at reducing our corporate environmental impact to meet our aspiration to be working towards being carbon zero by 2030
- Deliver a Nature Recovery Plan supporting appropriate re-wilding areas of land owned or managed by the Town Council, planting hedgerows, wildflowers, and trees
- Increase public awareness of positive actions that can be taken to reduce environmental harm and support the Nature Recovery plan, champion “nature heroes” in the community and signpost resources
- Support biodiversity initiatives

- Promote environmentally friendly practices and reduce waste for all town council activities and events wherever possible
- Consider investment in renewable energy facilities at Council owned properties
- Support and promote opportunities for new or enhanced cycle routes
- Consider the environmental impact of proposed developments and comment on planning applications encouraging green initiatives

9.3 An engaged town council

Aims

- Engage with the community and encourage participation in decision making, securing better services, and creating a more active and informed community
- Ensure the website is maintained with up-to-date information and promote through social media
- Improve consultations
- Continue to produce a bi-annual newsletter keeping residents up to date with Council activities and services delivered by North Yorkshire Council
- Continue to ensure transparency in all council business wherever possible

9.4 An efficient and effective town council

Aims

- Manage financial matters by prioritising expenditure and seeking value for money in all Council's purchases and contracts
- Operate within the legal framework – ensure the governance documents are regularly reviewed and updated in line with changes in law
- Manage risk proactively and protect the assets of the town council through effective insurance and asset management
- Ensure the Council's work is transparent to the community through the website, newsletter and meetings held in public
- Maintain an up-to-date Register of Councillors Interests
- Ensure council officers are up to date with relevant training
- Continue working towards achieving Quality Gold Local Council Award which recognises the professionalism of local councils in delivering services

10 Financial Information

The Town Council has a budget of £1,756,057 for 2025/26, which is funded by a range of services and the precept of £774,817 (equates for a Band D household to £150.38 per year – or £2.89 a week).

The Town Council regularly scrutinises its finances to ensure that all plans are affordable. As well as managing "operational" budgets on a year-to-year basis, Selby Town Council takes pride in also managing its sustainable long-term future. Selby Town Council has established a number of Earmarked Reserves (EMR's) to allow for future expenditure commitments. Each one of these EMR's has been built up over a number of years by "topping up" the appropriate EMR from the annual operational accounts.

The Town Council adopts a balanced approach to its levels of reserves which are reviewed quarterly by the Finance & Staffing Committee. The Reserves EMR is maintained to a level of 3 – 6 months operating costs.

The Council is registered for VAT and is therefore able to recover this element.



10.1 Budget 2026/27

Expenditure	Budget 2024/25
Administration – Including Salaries	587,597
Civic	4,850
Grounds Maintenance	12,735
Cemetery	25,065
Allotments	5,305
Community Grants	42,000
Property – Town Hall, 1811, Cemetery Lodge, Longmann Hills Farmhouse (Maintenance & utilities)	58,775
Play Areas	5,500
Street Lighting	7,800
Selby In Bloom	5,770
Markets	5,300
Events	72,360
Weddings	1,200
Arts & Culture	82,000
Earmarked Reserves “Top ups”	79,000
Contingencies	10,000
PWLB	50,800
Chapel Project	700,000
Total Expenditure	1,756,057
Income	
Cemetery	95,000
Community Trust – Management Fee	38,000
Allotments	8,000
Property (Rents & Hire Fees)	25,874
Weddings	2,000
Selby In Bloom	600
Markets	17,400
Events	19,366
Arts & Culture	72,000
Investment Interest	3,000
PWLB	700,000
Precept	774,817
Total Income	1,756,057

11 Action Plan

The current years action plan is attached to this document. This Plan summarises what the council plans to achieve, including how the Council continues to manage its assets and deliver day to day services.

The Business Plans objectives / aims will be added to the Action Plan.

12. Reviewing the Business Plan

The Business Plan will be a regular item on the agenda for the Finance & Staffing Committee to ensure the Council formally reviews its progress and objectives.

The Business Plan will be reviewed by Full Council in October each year to enable any changes to be considered during the budget planning for the following year. The Business Plan will help form the following year's Action Plan.

More information about the Council is available on our website

www.selbytowncouncil.gov.uk

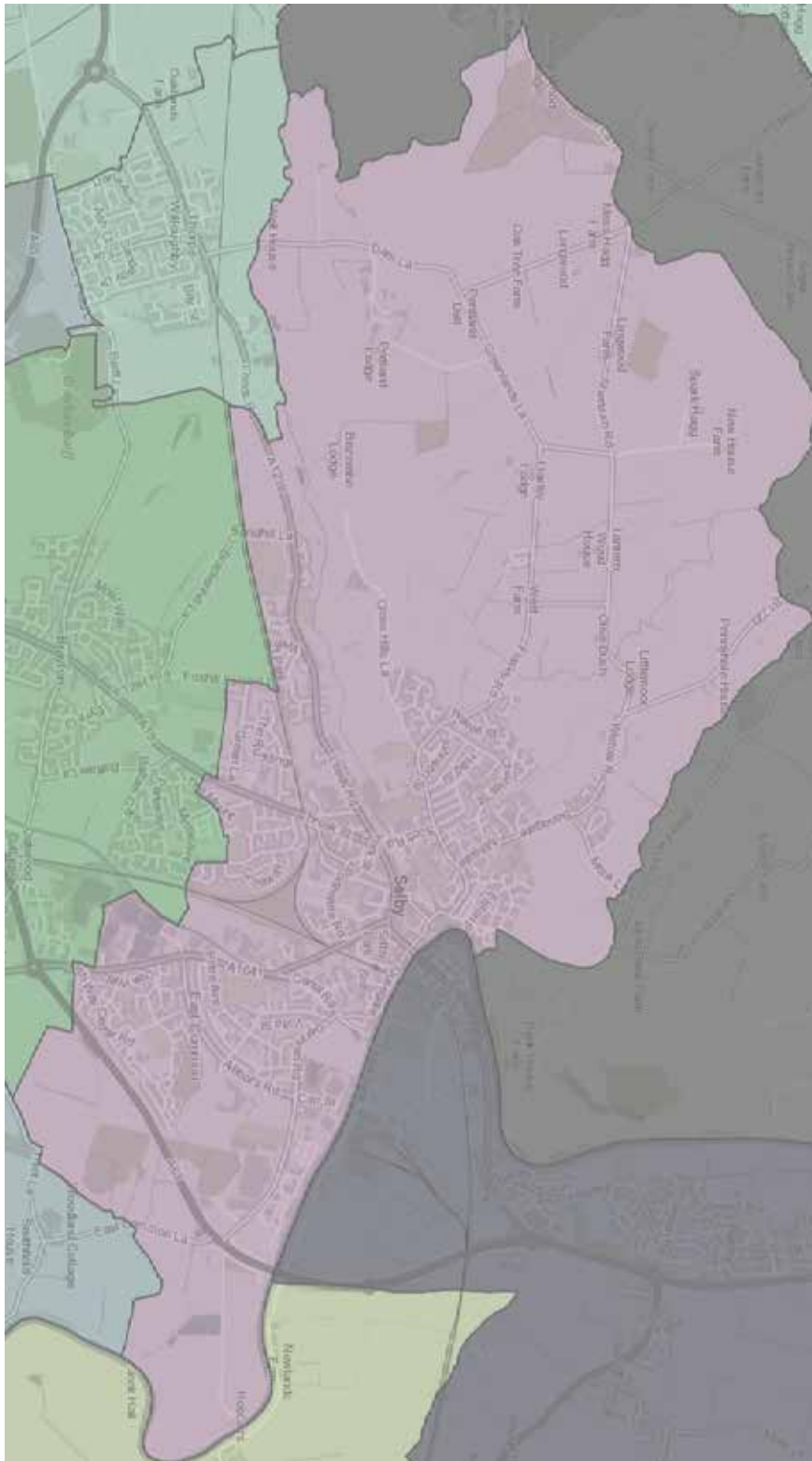
13. How to contact us:

Selby Town Council
The Town Hall
York Street
Selby
YO8 4AJ

Tel: 01757 708449

Email: admin@selbytowncouncil.co.uk

14. Selby town Boundary Map
(Shown below in pink)



[Selby Locality \(arcgis.com\)](https://arcgis.com)

Selby Community Trust

Annual Report 2025-26

A1. Reference and Administrative Details, its Trustees and Advisors

Charity Name: Selby Community Trust

Registered Charity Number: 523830

For the Financial Year 1 April 2025 to 31 March 2026

Charity's Principal Address:

Selby Community Trust

Town Hall

York Street

Selby

YO8 4AJ

Names of Charity Trustees

Ms Melanie Davis, Selby Town Council (Chair)

Mr Keith Franks, Selby Town Council

Mr Fred Matthews, Selby Town Council

Ms Samantha Loring, Royal British Legion

Mr Mike Dugher, Environment Agency (Vice Chair)

Ms Sue Andrew, Selby Town Council

Mr Thomas Beharrell, Local Friends of the Earth group

Mr Alexandru Mihalache, Heart of Yorkshire (Selby) College

Advisors

Selby Community Trust's legal advisor is:

Darren Norgate

Crombie Wilkinson Solicitors

19 Clifford Street

YORK, YO1 9RP

The Trust's banker is:

Virgin Money (following their takeover of Yorkshire Bank)

46 Coney Street

York

YO1 9NQ

The Trust's Auditor is:

Mr A Whitley

Sancton Accounting Services

7 Chestnut Avenue

Hessle

HU13 0RH

A2. Structure, Governance and Management

The Charity's Governing Document is a Deed of Trust dated 7 January 1947

This is supplemented by a Scheme made by the Charity Commissioners for England and Wales dated 19 July 2002.

The Trustees consist of:

- Five persons nominated by Selby Town Council (one vacancy) and,
- Four persons from local charitable and other interested organisations.

Currently these local organisations are:

- Royal British Legion (the land is War Memorial land)
- Environment Agency
- Selby Friends of the Earth
- Selby College (Heart of Yorkshire Education)

These last four organisations represent various ages of town residents and users of the Community Centre.

Trustees are nominated for a four-year period.

A3. Financial Review

Income from our regular and casual users has continued to improve this year. A number of statutory organisations, including local schools and colleges, have become regular users.

Selby Community Trust has a Permanent Endowment Fund of £235,000 which was paid to the Trust in compensation by Selby District Council as part of the compulsory purchase of Trust-owned land in 1987. The Trust has Charity Commission consent to hold £150,000 of that sum in permanent trust and to apply the remaining £85,000 as it deems necessary in the maintenance of the Trust owned assets.

The Trust has continued to work towards seeking alternative funding for improvements and repairs and to develop a better understanding of where we fit into the market and who we should be targeting to increase letting opportunities.

Land rentals from other users of the site are monitored and reviewed on a 3 yearly basis.

The Solar panels installed on the roof of the Community Centre as part of the Feed-in-Tariff scheme provided an income of £2,504 for the financial year of 2025-26.

An annual budget is set before the start of each financial year and monitored against actual expenditure through the year. This monitoring includes a detailed breakdown of each budget heading, frequency of lettings, monitoring of voids and discussion about how to ensure the Centre is used to as near capacity as possible to increase income.

Annual expenditure is reviewed and monitored at the quarterly meetings throughout the year to ensure efficient use of resources.

Trustees agree the level of payment due to the Town Council each year and also determine the level of hire charges for the Community Centre annually.

Trustees review the investment of the endowment fund on a regular basis to ensure the best income within a general rule of prudence and limited risk.

Trustees are mindful that in order to attract some funding for improvements we need to provide match funding for some grants particularly those with an environmental focus. Trustees believe that this is funding well invested if it allows the additional funding to maintain and enhance our existing assets.

B1 Objectives and Activities of the Charity

The object of the Charity is, in the interest of social welfare, to improve the conditions of life for the inhabitants of the area of benefit without distinction of political, religious or other opinions by the provision and maintenance of:

- a community centre for use by the inhabitants including use for:
 - meetings, lectures and classes; and
 - other forms of recreation and leisure-time occupation.
- a recreation ground for use by the inhabitants; and
- an open space for the benefit of the inhabitants including the community pond
- a community woodland site at Bondgate which has been planted with many trees to provide a current and future asset for the community

B2 Achievements and Performance

Community Centre

The Community Centre continues to grow by local community Groups and local organisations. There are over 20 organisations that regularly use the building, and income is starting to grow. The Community Centre continues to receive support from Selby Town Council.

A measured condition survey has been completed along with a feasibility study. This enables the Trust to be ready to apply as and when suitable funding becomes available.

A coded door entry system has been installed, along with an automatic alarm system, at the centre. This has meant that the centre can be open more often at weekends and in the evenings.

Fire protection works have been carried out this year and a replacement fire door programme has been committed to. A works schedule has been put in place to continually review and adhere to current fire legislation.

The issue of unauthorised car parking on the site is becoming a serious issue and may affect the ability of the Trust to deliver its full service for users. Trustees are assessing different ways of controlling the use of the car park so it can continue for authorised users but prevent the car park being used by others which affects our ability to let rooms etc. Trustees are aware that this is one of the last bits of free parking in the town. Whilst we do not wish to cause issues for our neighbours and the community, if we do not find ways of controlling the “free” use of the car park by non-users then the future viability of the Trust will be under threat.

Community Land

The play area continues to be well used and supported by local families. The recently installed play equipment continues to be welcomed by the community. The climbing nets for older children have proved popular and we would like to expand the range of equipment for older children who are poorly served elsewhere in the town. A basketball net has also been re-sited on the bottom

field away from a more residential area where its use was causing some nuisance.

Wildlife Pond

We are actively seeking volunteers to form a “Friends of the Pond” group to assist with the maintenance of the pond, and the pond was part cleared of reeds. A new method using a “mini submarine” was used and it is hoped that clearance can be bi-annually at the most. The Trust is grateful to the Town Council for providing funding for this work. Trustees are monitoring the pond to assess the impact and effectiveness of this method.

Bondgate Land

We have continued to monitor the trees and Groundwork, along with students from a local college, have completed the thinning works to all sections. The new picnic benches with table BBQ's that have been installed have proved very popular. We receive good feedback about this amenity land from the community and to respond to suggestions for improvements. There have been some issues around Ash tree die-back which we are monitoring, and which may lead to removal of some diseased trees.

A planned rewilding of some areas of the woodland has been approved as part of the Town Council's Nature Recovery Action Plan.

The Town Council has held three successful Forest Schools over the last year. Each day held two age-appropriate sessions which were very popular. Much fun was had by all!

C1 Additional Reference and Administrative Information

Managing Officer

The day-to-day management and running of the Trust's assets is carried out by the Town Council Clerk.

C2 Structure, Governance and Management

Trustees are given the opportunity for training on the responsibilities of becoming a trustee following the recommendations of the Charity Commission.

Trustees attend quarterly meetings, and the AGM is held in October each year. Appropriate and prudent financial procedures are in place to facilitate the smooth day to day running of the Trust's assets and all budgeted expenditure is reported to the Trustees at the next available meeting.

Matters requiring decision between meetings, and outside the agreed delegation are dealt with in consultation with and the approval of the Chair of the Trustees. The Town Clerk who also acts as Clerk to the Trustees is delegated to authorise work necessary to the maintenance of the Trust owned building and land.

Proposed Works for 2026/27

1. Development of the Community Centre

- To continue to seek additional funding to increase the use of sustainable energy within the premises which will lead to savings in utility costs.

- To continue to seek additional funding to help pay for replacement fire doors
- To seek additional funding for the provision of other play and exercise equipment on our land
- To improve the level of lettings of the Centre by investigating other markets
- To improve the marketing and lettings procedure

2. Community Centre Land

- Usage of some of the land is limited due to water levels and the fact that the bottom part of the field is designated as flood relief land. However, Trustees will continue to investigate any appropriate usage particularly when this increases income.

3. Community Pond

- The Pond-continues to hold Site of Importance for Nature Conservation (SINC) status.
- Selby Town Council has become a Sustainability Clinic Project Partner with York University. A report, detailing findings from surveys conducted on the pond and Community Field, will be produced. The report should give specific recommendations for improving plant mix in and around the pond area to attract wildlife to this area. All recommendations should outline any associated costs. Suggestions of tools/resources the committee could use to continue to monitor biodiversity would be a welcome addition. The continued high temperatures and lack of rainfall are an ongoing problem in terms of water levels in the pond which may affect its ability to retain its SINC status and its environmental impact. Trustee will continue to monitor the situation but may need to investigate alternative methods of retaining and maintaining the pond.

4. Land at Bondgate

- To continue to work with Groundwork and local school children to develop the area and encourage its use for future generations

Declaration

The Trustees have approved the Annual Report above at their meeting held on 12th October 2026

Signature: *MADavis*

Date: 16/10/26

Full Name: Melanie Davis

Position: Chair of Selby Community Trust

**Independent examiner's Report to the trustees of Selby
Community Trust (SCT) for the year ended 31st March 2026**

I report to the trustees on my examination of the accounts of SCT
for the year ended 31st March 2026

Responsibilities and basis of report

As the charity trustees of the SCT you are responsible for the
preparation of the accounts in accordance with the requirements of
the Charities Act 2011 ("the Act").

I report in respect of my examination of the SCT's accounts carried
out under section 145 of the 2011 Act and in carrying out my
examination I have followed all the applicable Directions given by
the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's Statement

I have completed my examination. I confirm that no material
matters have come to my attention in connection with the
examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Trust as
required by section 130 of the Charities Act; or
2. The accounts did not accord with these accounting records;
or
3. The accounts did not comply with the applicable
requirements concerning the form and content of accounts
set out in the Charities (Accounts and Reports) Regulations
2008 other than any requirement that the accounts give a
"true and fair view" which is not a matter considered as part
of an independent examination.

I have no concerns and have come across no other matters in
connection with the examination to which attention should be
drawn in this report in order to enable a proper understanding of
the accounts to be reached.



ANTHONY WHITLEY ACMA

7 Chestnut Avenue HESSLE HU13 0RH

19-08-2026



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Selby Community Trust

**On accounts for the year
ended**

31st March 2026

Charity no
(if any)

523830

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2025.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

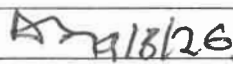
I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

 18/26

Date:

19-8-26

Name:

Anthony Whitley

Relevant professional
qualification(s) or body
(if any):

ACMA

Address:

7 Chestnut Avenue

Hessle

HU13 0RH

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.