



**Wetherby
Town Council**

Annual Report

**Including
Financial Statements**

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INTRODUCTION

As my 3rd and final year as Mayor of Wetherby draws ever closer and I prepare to hand the chain over to my successor, I am reflecting on the last 12 months and how busy it has been. Several people have commented that my last 18 months in office have more than made up for the first 18 months involving Covid-19 lockdowns.

The Royal Family have played a prominent role in shaping activities across Wetherby, some of which we would prefer not to have had to undertake. Just prior to the end of my 2nd year the country was shocked at the death of HRH Prince Philip, Duke of Edinburgh. We then celebrated the Queen's Platinum Jubilee which included Civic Services and street parties. On 8 September the country was devastated at the news that HM Queen Elizabeth had died, just 17 months after her beloved husband.

Immediately, Charles, Prince of Wales, became King Charles III. On 11 September I experienced my proudest moment as Mayor when I had the honour and privilege to read the Proclamation of Accession to a packed crowd in front of the Town Hall. We then had the sombre though moving funeral; and just a week ago, as I write this forward, the wonderful Coronation and after-party both of which demonstrated that no-one does it anywhere near as well as we British do.

Life at the Town Hall has been equally busy, exciting and productive. The Neighbourhood Plan identified what the people of Wetherby wanted to be done; though to achieve all on that list would have been nigh on impossible with the few, many part-time, staff we employed. Following a professional, external, review we set about recruiting to the posts identified as crucial to implementing the plan.

One of the positions filled with a professionally qualified and highly experienced individual is that of Facilities Manager. My fellow Councillors and I are delighted at the progress made in addressing numerous items of work including, though far from limited to, the repair of boundary walls in various locations by experts in that field of work. Now supported by a Facilities Caretaker many smaller, though necessary, items of work are being completed to a high standard; all making our wonderful, beautiful town look as an ancient market town should.

My diary over the last 12 months has been busy with a variety of events, all of which are a pleasure to attend. They range from formal celebrations representing Wetherby at Ripon Cathedral; to speaking of my role and that of the Town Council with large groups of children at each of the town's primary schools; greeting a group of visitors from our twinned town of Privas; and not forgetting calling the bingo and helping lots of other volunteers to serve food and clear away at the Wetherby & District Lions annual lunch.

It has been an honour and privilege to be Mayor of Wetherby for the last 3 years. I have had the pleasure to meet so many lovely people and I continue to work with some wonderful people, both fellow Councillors and our great staff who deliver so much for all of us fortunate enough to live and work in Wetherby.

Please read on for details of the many accomplishments and details of more which we intend to deliver.

Councillor Neil O'Byrne
Mayor of Wetherby – 28th May 2020 to 16th May 2023



ANNUAL REPORT

COUNCILLORS

The past year has seen two changes, with Stuart Newcombe being welcomed on to the council in June 2022 and a vacancy caused by the resignation of Victor Hawkins. This vacancy remained at the end of the civic year.

The following members have served as councillors throughout the 2022/23 year:

- Sam Bennett
- Paul Bradley
- Dean Buckle
- Harry Chapman
- David Frame
- Norma Harrington
- Victor Hawkins
- Alan Lamb
- Joanne Maltby
- Galan Moss
- Connor Mulhall
- Neil O'Byrne
- Dawn Payne
- Paul Rowden

The 2023 election to the Town Council was uncontested with 10 current members being re-elected unopposed. The council looks forward to welcoming five new councillors for the next term of office, including new member Billie Ager-Mills who stood for election in the North Ward. One of the new council's first tasks will be to recruit a further four members.

Thanks were given to retiring members Sam Bennett, Alan Lamb, Joanne Maltby and Paul Rowden at the Town Council meeting in April 2023. Particular mention was made to the hard work and dedication of former Mayor, Alan Lamb during his time as a member of Wetherby Town Council.



Council photo taken 12th July 2022



FINANCE & BUDGET

Whilst the council's accounts relating to the 2022/23 period are covered in more detail in the financial statements accompanying this report, the decision relating to the 2023/24 precept for the next financial year was one of the most significant taken during the period covered by this report.

The precept is the council's main source of funding and is collected by Leeds City Council through the council tax. This was communicated through a 'Budget Bulletin' delivered to all households.

The precept for the 2022/23 period was £298,960 which has been increased by a substantial 79% to £450,000 for 2023/24.

This decision was taken as, over the past couple of years, it became increasingly obvious that the council's previous model needed overhauling. It was facing increasing criticism, with comparisons often being made to the services being provided by other towns such as Otley. Areas such as a lack of communication, the decline of the market, organising more events, the appearance of the council's website etc have all been picked up on.

This was combined with the desire of the Council to keep improving and influencing within the powers that we have, whilst also implementing the Neighbourhood Plan and maintaining our property portfolio.

There are three key areas where the increased funds will be spent:

1. Staffing.
2. Implementation of the Neighbourhood Plan (also available online at: <https://www.wetherby.co.uk/UserFiles/Files/Neighbourhood%20Plan/Wetherby%20NP%20-%20Referendum%20DraftLR.pdf>)
3. Maintaining and improving its properties and assets.
This includes a significant £50,000 increase in the annual grant given to the Town Hall which will help it to plan for the implementation of the remainder of a 'quinquennial survey' which provides for planned preventative maintenance over the next few years.

The council is also committed to improving its working practices in the following ways:

- Improved communication (through appointing a Communications Officer).
- Ensuring the health and safety of the public when using the Council's assets and facilities.
- Improving the market.

The implications of the new staffing appointments are already being felt and there is further information given throughout this report which shows how the money is being spent and the positive impact that it is having on the work of the council.

The full budget for the 2023/24 period can be viewed online at: <http://www.wetherby.co.uk/UserFiles/Files/Town%20Council/Accounts/2023-24/WTC%202023-24%20Approved%20Budget.pdf>

In January and February every household should have received a copy of our 'Budget Bulletin' outlining the reasons for this increase. They remain available from the Town Hall, or online at:

<https://www.wetherby.co.uk/UserFiles/Files/Town%20Council/Accounts/2023-24/WTC%20Budget%20Bulletin%202023-24%20Final.pdf>



STAFFING & STRUCTURE REVIEW

The 2022-23 period has been one that marks the start of a significant transition for the Town Council.

Whilst the last full audit report (May 2022) gave Wetherby Town Council the highest 4* rating, confirming that there is “a high level of confidence on service delivery arrangements, management of risks, and the operation of controls and / or performance” the council acknowledged that the former staff structure was no longer fit for purpose. An independent, local council specialist (the Local Council Consultancy) was commissioned to carry out a staffing and structure review.

They recommended that the council should make major changes so that it has the resources to provide an ambitious programme of services which meets the Neighbourhood Plan vision and the increasing expectations of the community.

The full report, received at an extraordinary council meeting on 22nd June 2022, is available to read on the council's website:

(<https://www.wetherby.co.uk/UserFiles/Files/Town%20Council/Staffing/LCC%20Wetherby%20Final%20Report.pdf>).

The council began by committing to the recommendations in full and since then has worked on their implementation.

Phase 1, completed in January 2023, included:

- Setting a budget for the 2023/24 period that included full financial provision for the implementation of the staffing and structure review.
- The appointment of a full-time Deputy Clerk for a one-year period.
- An internal recruitment process for a new 'Burials Manager' to manage the council's Hallfield Lane cemetery.
- An external recruitment process led to the appointment of a full-time Facilities Manager who now oversees the management of the council's extensive property portfolio.

At the end of the civic year, the council is in the middle of implementing the second stage of the review:

- A full-time Facilities Caretaker has recently been appointed. This position combines elements of the former Town Handyman, Town Hall caretaker and Cemetery Superintendent roles.
- A self-employed finance assistant has been appointed to provide a bookkeeping service to the council. This will assist the Clerk who retains the role of Responsible Financial Officer.
- The council was unable to appoint a full-time Communications & Events officer after an initial recruitment process. The position will be re-advertised after the end of year activities are completed in Summer 2023.
- Restructuring of the Administration Officer role, to provide an increased 25 hours per week.

The third and final phase of implementing the review will take place later in 2023 and will comprise:

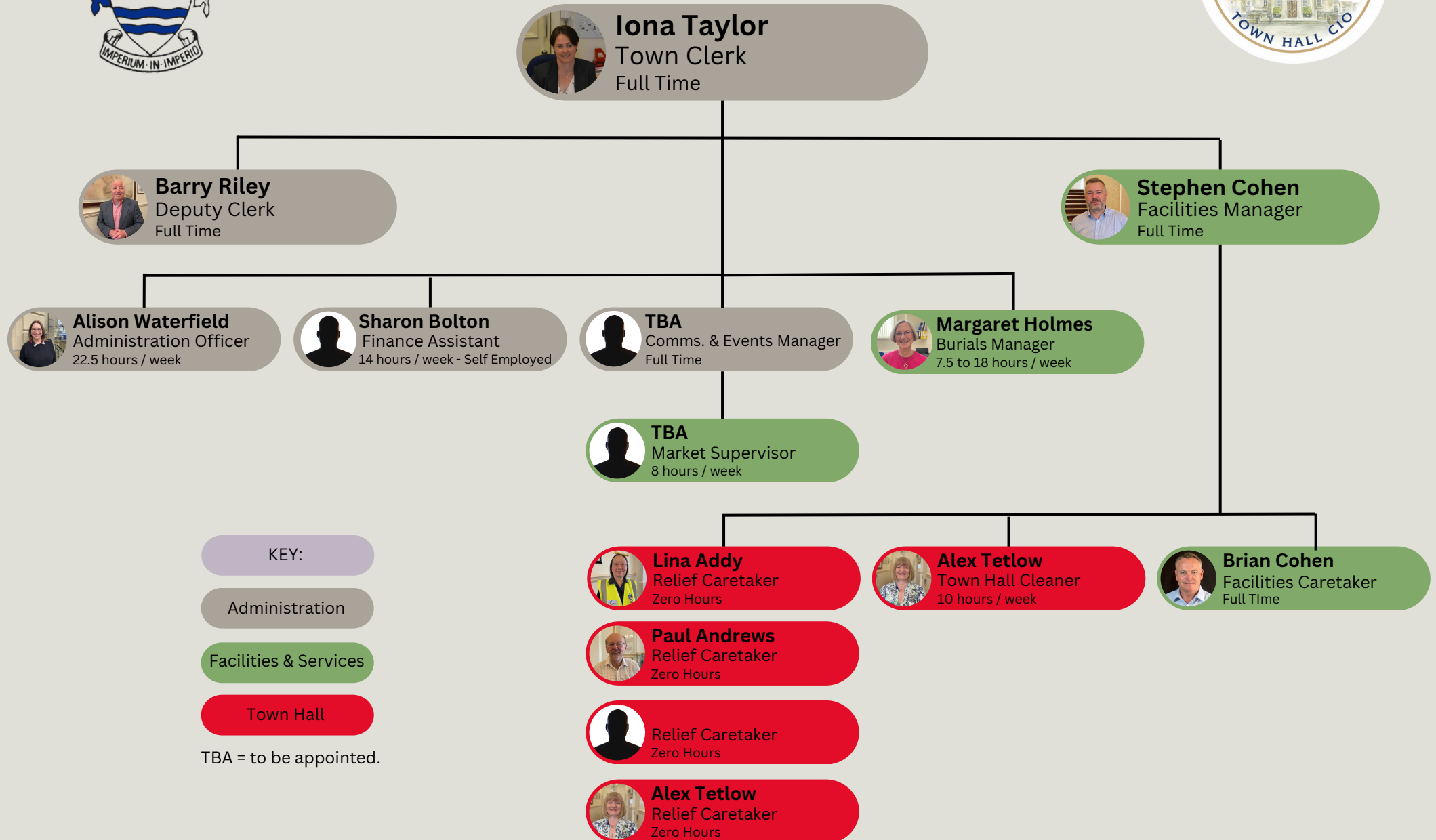
- Recruitment and appointment of a full-time, permanent Deputy Clerk.
- Consideration of the part-time position of Markets Supervisor to ensure that the Thursday market receives the support that it is needed. At the moment this role is being covered by Town Hall relief caretakers.





WETHERBY TOWN COUNCIL

Staffing Structure - May 2023



PROPERTY

The Town Council is fortunate to be the custodian of many of the parks, gardens and community facilities in Wetherby. With this privilege comes the responsibility of ensuring that they are maintained to a safe, high standard so that they are not only available for the public to use now but to secure their future.

In May 2022 the council adopted a 'Project Budget & Priorities Plan'. A working group of councillors had assessed the needs of the council's property portfolio with health and safety considerations and public usage being the highest priority for necessary works.

The appointment of a Facilities Manager has brought a number of outstanding projects to a conclusion in recent months:



- Major wall repairs at Millennium Field, the Hallfield Lane Cemetery and Jubilee Gardens.
- Installation of secondary glazing at the Bath House to prevent vandalism.
- Installation of litter bins throughout the council's green spaces.
- Fence repairs and gate improvements at Raby Park.
- Removal of broken lights across the bridge over the River Wharfe and replacement with energy efficient LED alternatives.

The combined appointment of a Facilities Caretaker also means that minor works can now be actioned quickly and efficiently.

The council has retained the flexibility to be able to use a combination of in-house staff and contractors where necessary, for example more specialised tree maintenance works.

Recent minor works include this replacement fencing around the beck at Scaur Bank / King George's Field which is not only safer but also more aesthetically pleasing.



The end of the year saw the installation of two new bike repair stands at the town centre Garden of Rest and next to the Little Toe bike skills area on Millennium Field. These stands provide somewhere to carry out basic repairs and servicing of bikes. The council hopes that they will be of use to both local and visiting cyclists.

The council continues to manage both the Little Toe bike skills area and the Devil's Toenail in conjunction with Wetherby Bike Trails as well the skate park on the Ings, the playgrounds at Mason Field, Scaur Bank and Nidd Approach.



Partnerships are a strong theme running through many of the council's activities, supporting the excellent work carried out by:

- The Friends of Sandringham Park in the Town Council owned Sandringham Park.
- Wetherby in Bloom who help maintain Jubilee Gardens and the Caxton Street Peace Garden to such a high standard. Wetherby in Bloom also use the council's depot as storage for their watering float.
- The Christmas Lights volunteers, on behalf of Wetherby Business Association, who store the decorations in our depot which also doubles as a workshop come October!



The council is now working with the Facilities Manager on a planned preventative maintenance plan to cover the next 20 years of work.

Planned projects include:

- Repointing of the Church on the Corner at the Hallfield Lane cemetery.
- Replacement play equipment at Sandringham Park.
- Consideration of moving the play equipment at Scaur Bank to Millennium Field to avoid future flooding issues.
- Installation of fitness equipment at Scaur Bank.
- Ongoing maintenance of the council's 560 trees.
- Cyclical maintenance (e.g. painting) of the interior of the Bath House and Church on the Corner and the railings outside the Garden of Rest.

This new, more strategic approach will also help the council to plan and direct the use of funding from the Community Infrastructure Levy (CIL) generated by new housing developments.

CEMETERY

The council continues to manage the Hallfield Lane cemetery which is open for full burials, the interment or scattering of ashes and memorials to loved ones.

The council's Cemetery Superintendent retired at the end of the 2021/22 civic year, with the position held vacant pending the outcome of the staffing review. The council was keen to retain a personal approach to burials and memorial services whilst streamlining its maintenance arrangements across all sites.

In September 2023 the council was pleased to be able to appoint retiring Deputy Clerk, Margaret Holmes, as its new Burials Manager after an internal recruitment process. The Burials Manager is responsible for the administration of burials and memorial works in the cemetery and also attends all interments to provide in-person support and assistance as required.

The council was pleased to be able to assist Wetherby U3A's short course 'The Last Hurrah! Planning for your own Departure', which took place in March 2023, by welcoming a group to the Hallfield Lane cemetery to find out more about options for different plots, consecrated areas of the cemetery, types of memorials and planting of trees.

The council's Property Committee is currently looking at how to implement the results of a recent memorial inspection. Several headstones were identified as being unsafe, with immediate action having been taken in severe cases. Work on this will continue in the 2023/24 period.



MARKETS

The council continues to run the weekly Thursday market under the charter dating back to 1240.

The market has endured a difficult period over the past year with the number of traders dwindling up until the New Year 2023.

There were a number of factors for this including:

- A changed trading climate after covid;
- Trader retirements;
- Adverse weather on Thursdays;
- The cost of living crisis;
- Changes in staffing at the council and temporary arrangements to provide market supervision cover.
- National changes in the use of markets.
- Seasonal attendance by traders.

Not all of the factors are within the control of Wetherby Town Council, but at the lowest point on 12th January 2023 there were only 6 traders attending the market.

The Town Council remains fully committed to the provision of a weekly market and so in July 2022 the Markets Committee adopted a 'Market Rejuvenation and Scoping Document' setting out a strategic approach to improving the market. Whilst awaiting the recruitment of a Communications & Events Officer and Markets Supervisor the Town Clerk has taken on the implementation of this strategy.

Initiatives undertaken include:

- A collaboration with Wetherby Racecourse & Conference Centre and the National Horseracing College to provide racing themed activities for children on a stall during the Easter holidays.
- An easter egg hunt around the market.
- A family friendly half-term market.
- Advertising in local publications delivered to over 20,000 households.
- New marketing materials to use to promote the market including improved graphics and the purchase of new banners.
- The use of Town Hall caretakers to assist the afternoon closedown of the market.



On 6th April 2023 the council was pleased to be able to celebrate its first full market with 21 traders attending. There remains a great deal of work to do to secure the ongoing health and vitality of the weekly market and to ascertain what the Wetherby public wants from this service.

The successful monthly artisan market continues to be run by Little Bird Markets under license from the Town Council.



CLIMATE EMERGENCY

During the 2022/23 period the council reconstituted its group focussing on this subject as the 'Climate Emergency Committee'. This was a change to the previous format of a working group and gives greater decision-making powers on behalf of the council.

The committee has made good progress over the past year and many targets on the action plan have been completed.

The committee has been particularly pleased to be able to support the work of St. Joseph's Catholic Primary School in this area. Bat boxes have been installed at Scaur Bank and in recent weeks hedgehog houses have been placed in the hedgerows of the Hallfield Lane Cemetery.



The seed boxes placed in Wetherby Town Hall were once again popular with Leeds City Council carrying out almost daily collections to ensure that the conkers didn't overflow!

The seed boxes were later replaced with a new 'Bin of Bags' in the Town Hall foyer. A simple idea to provide a shopping bag recycling scheme. People who have too many bags can donate them in the bin, so that they can be used by others who may have come out shopping without theirs.

The committee is not only continuing to work on practical initiatives, but has also been proactive in the following areas:

- Support for the Clean Bathing Water Status application made by the Wetherby and Villages Clean River Group.
- Working with Leeds City Council to resolve issues and seek support for additional tree planting at four sites in Wetherby.
- Writing to Leeds City Council to ask that consideration be given to making Wetherby a clean air zone.
- Supporting efforts to improve the energy efficiency of Wetherby Town Hall.
- Being represented on the consultation forum for the development of 762 houses at Racecourse Approach. This helped to secure a no gas boiler site with solar panels and car charging ports on all homes.

The themes of the work of the Climate Emergency Committee are reflected throughout the remainder of this report, for example in the installation of bike repair stations or grants for additional planting in the town.



GRANT FUNDING

Each year, Wetherby Town Council allocates a small amount of funding to be distributed as grants to local not-for-profit, charitable or voluntary organisations. In 2022/23 the Council had £1,000 to distribute and was pleased to be able to award the full amount to 5 organisations.

In a change to previous years the Council gave priority to organisations whose projects are helping to tackle the climate emergency or meet the objectives in the Wetherby Neighbourhood Development Plan.

The following grants were awarded:



£100 to St. James Primary School PTA to assist with the development of a forest school outdoor area.



£250 to Wetherby Weir Preservation Trust for a planting scheme developed by Wetherby in Bloom and implemented by volunteers near the weir.

£230 to Wetherby Riverside Bandstand Trust to assist with the costs of printing of an information booklet relating to the upcoming 'Drovers Day' in July 2023.



£250 to Wetherby Festival to assist with the costs of putting on the 2022 event.

£170 to the Wetherby Riverside Bandstand Trust which sponsored a concert on 25th September 2023.



EVENTS

QUEEN ELIZABETH II'S PLATINUM JUBILEE - 2ND TO 5TH JUNE 2022

The Jubilee Weekend in Wetherby was a roaring success!

The weather was perfect for the host of events planned throughout the town, with the Welcome to Wetherby committee having held meetings for over 2 years with local community groups and organisations to create a packed schedule of events.

They included:

- Sports Day
- Vintage Car Show
- Ukulele Concert
- Church Fete
- Multiple Coffee Mornings.
- Bandstand Concerts



On the Saturday evening (4th June), the concluding event welcomed over 2,000 guests together with the Airedale Symphony Orchestra to Wetherby Ings for a Last Night Of the Proms performance.



This included songs from Pirates of The Caribbean, James Bond, and ended with 1812 Overture, combined with a fantastic fireworks display.

The Welcome to Wetherby Committee would like to thank all members who participated in the events throughout the weekend.



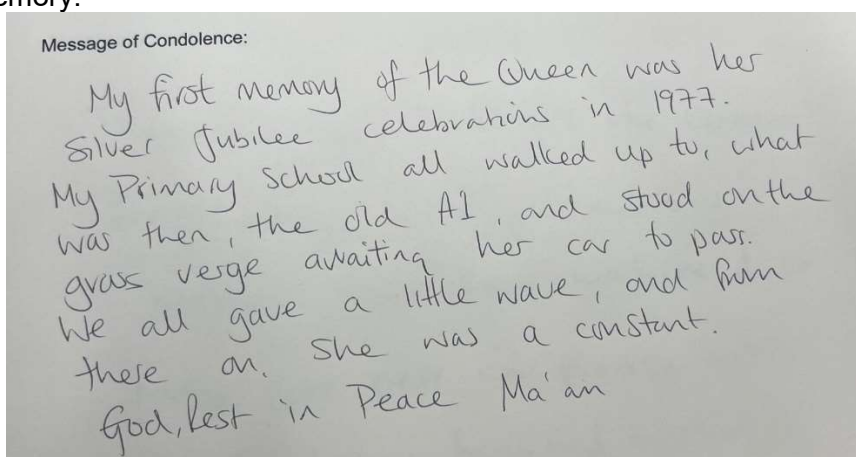
THE DEATH OF HER LATE MAJESTY, QUEEN ELIZABETH II – 8TH SEPTEMBER 2023

It was with great sadness that Wetherby Town Council received the news of the death of Her Majesty Queen Elizabeth II.

The Mayor of Wetherby and the Town Council offered their condolences to the whole Royal Family and joined with them in mourning her loss.

The Town Council's normal programme of events was suspended during the period of National Mourning and whilst it coordinated the town's response to this sad occasion.

A book of condolence in the Town Hall offered an opportunity for Wetherby residents to come and reflect on Her Majesty's life and their personal recollections of her including this local, treasured memory:



The Garden of Rest was used as a location for flowers to be laid and the Town Hall steps provided a focal point for the several minutes of silence at determined points through the timetable of mourning.

The funeral service was screened in the Town Hall and attended by around 100 people. The council was grateful for the support of the Wetherby District Lions Club and Sevenoaks Sound and Vision who helped to make this possible.



Proclamation of the Accession of King Charles III.

Photo taken by Stefan Kusinski





BONFIRE & FIREWORKS EVENT – 5TH NOVEMBER 2022

2022 was the second year of the council organising this event on the Ings which continues to go from strength to strength. This year attendance was capped at 3,000 people.

The Town Council is building on the excellent legacy of longstanding volunteers and trying to make this a sustainable event for the future. One of the key changes has been moving to a system of advance ticket sales only which ensures that the event is not unduly affected by adverse weather.

The council intends to organise the 2023 event on Saturday 4th November and looks forward to it being bigger and better than ever.

REMEMBRANCE SUNDAY – 13TH NOVEMBER 2022

Although Wetherby Town Council has worked with the Wetherby & District Branch of The Royal British Legion on the organisation of this event for many years, 2022 was the first time that the council took responsibility for the associated road closures.

Although there are improvements to be made for future years, the event passed without incident and also included the rededication of the War Memorial to commemorate 100 years since the original unveiling.

The parade through the town centre is a formidable sight with representatives from nearly 30 organisations attending and laying wreaths.



THE CORONATION OF KING CHARLES III – 6TH MAY 2023

The coronation provided an opportunity for a whole town celebration, and it was once again Welcome to Wetherby who took the lead on organising a 'Market Place Party'.

A road closure order was obtained for the Market Place around the Town Hall and Cross Street so that a party, with something for everyone, could be provided.

Little Bird Made brought an artisan market that filled one side of the Market Place, with a big screen, ice-cream van, face-painter and children's activities at the other. Cross Street was filled with vintage cars and military vehicles.



The key events of the crowning in Westminster Abbey and the balcony appearance at Buckingham Palace saw the Market Place filled with hundreds of people, many of whom had dressed up especially for the occasion!

The weekend was made all the more special by a delegation of 7 representatives from Wetherby's twinned town of Privas. The Mayor of Wetherby was delighted to be able to welcome them at a special reception in the Town Hall and later as part of the Market Place party.



AWARDS & RECOGNITION

PAST MAYORS

The civic service on 30th April 2023 offered an opportunity to give thanks for service to the community. Mayors from across the region joined representatives of Wetherby community organisations and Town Councillors in giving thanks for everything that the town has to offer. It also provided an opportunity to give thanks for the service of former mayors. A new 'Past Mayor' badge was given to 6 surviving past mayors, funded by an underspend in the chair's allowance during Councillor Harrington's term of office.



2022 JUBILEE AWARD

The 2022 Jubilee Award (given to an outstanding young person from Wetherby) was given to Chase Malton who had been nominated by his Senior Assistant Headteacher at Wetherby High School.

The Town Council held its Annual Jubilee Award which recognises the achievements of outstanding young people from Wetherby, who are under 20 years of age and who have made an impact, whether nationally, regionally or locally.

Nominations were considered by a panel who chose Chase Malton as this year's winner.

The award was presented at a ceremony in the Town Hall with nominees and their family and friends in attendance as well as representatives from the Town Council and Leeds City Council.

Chase was nominated by Gareth King, Senior Assistant Headteacher at Wetherby High School who said that Chase is a stalwart of the Wetherby High School community.

"Since joining our school, Chase has taken an active role in school life, going above and beyond to ensure students and staff alike have a meaningful and enjoyable time at school. He always volunteers to take part in and help at whole school events as well as representing our school in the wider community. At parents evening and open evenings Chase represents our school with pride, welcoming visitors and working with his peers to show the very best of our community. In his role with Wetherby High TV, Tempo FM, and the Chronicle, he goes above and beyond to provide other students with opportunities to engage in school life as well as encouraging them to take pride in their role in the wider Wetherby community. He takes the lead in fundraising for the Jane Tomlinson Foundation. From sponsored walks to charity challenges, Chase's efforts prove his commitment to helping others. For his selflessness, dedication, and love of others, I wholeheartedly commend him for the Jubilee Award and can think of no other who better embodies the spirit of our community."



PLANNING & DEVELOPMENT

Over the course of the past year the Town Council has been consulted on 116 applications for a variety of developments from works to protected trees to extensions to houses to change of use of buildings.

The two most significant applications considered throughout the year were the proposals for a new LIDL supermarket on the site of the Mercure Hotel and the erection of a petrol filling station off Privas Way.

Whilst not necessarily being averse to the concept of these proposals, the council objected to both proposals due to concerns about the specific sites.

At the time of writing this report the council had not received an application for any changes to the 'Angel Inn' in a widely anticipated development by Wetherspoons.



OTHER POINTS OF NOTE

An annual report can never fully cover the work of the council which is varied and extensive.

Other points of note, not covered elsewhere include:

The council was pleased to be able to declare that it meets the criteria for the General Power of Competence in April 2023. This is a 'power of first resort' and will enable the council to do "anything that individuals generally may do", without having to resort to other limiting and somewhat archaic legislation.



The Lord Mayor of Leeds, Councillor Bob Gettings and Lady Mayoress, Councillor Lesley Gettings were welcomed to Wetherby on 30th March 2023. The visit provided an opportunity to showcase the town and included visits to the weekly market, the Tempo FM studios, the Old Men's Parliament, a coffee morning for Martin House Hospice in the Town Hall, meeting Leeds 2023 local champion Kazia Knight, and Wetherby in Bloom volunteers at Jubilee Gardens.

At its meeting on 14th March 2023 the Town Council received a petition expressing concern at the loss of banking services in Wetherby after the closure of Barclays, Santander and Natwest banks and the imminent closure of the HSBC branch.

The Town Council, through the Town Hall, continues to investigate options for bringing banking services to a central hub with Barclays already attending on Monday and Friday mornings. This remains an ongoing and evolving situation at the time of writing this report.

The Town Council, on behalf of Wetherby, was presented with a certificate confirming that the town is now officially 'toilet twinned'. This means that thirty toilets in the town have donated £60 to www.toilettwinning.org as part of a campaign spearheaded by the Soroptimists International of Harrogate and District Wetherby District Lions Club.

This helps fund a project in a community that will enable families to build a basic toilet, have access to clean water and learn about hygiene – a vital combination that saves lives.



Persons reading this report are encouraged to attend council and committee meetings, with a schedule having been agreed which covers the remainder of 2023.

Information on when these meetings take place can be found online at:

https://www.wetherby.co.uk/Meetings_and_Committees_3761.aspx



FINANCIAL STATEMENTS

Full copies of the Council's financial information, or explanations of any of the points included in this report, for the 2022/23 financial year are available on request from the Responsible Financial Officer.

INCOME & EXPENDITURE ACCOUNT TO 31ST MARCH 2023

2022 £		2023 £
Operating Income		
300,689	Administration	311,513
497	Property	85
31,180	Cemetery	30,870
626	Welcome to Wetherby	27,416
10,744	Civic & Events	8,018
3,184	Paths Partnership	3,184
15,117	Planning & Development	5,656
20,764	Markets	19,784
22,564	Reimbursements*	12,598
405,363	Total Income	419,123

Running Costs		
23,144	Administration	25,349
99,001	Property	118,064
144,030	Personnel	158,287
48,291	Town Hall	48,291
18,407	Cemetery	49,098
0	Welcome to Wetherby	25,020
4,651	Civic & Events	11,971
1,140	Paths Partnership	2,370
0	Planning & Development	5,569
26,363	Markets	28,138
11,051	Reimbursements*	11,157
376,079	Total Expenditure	483,315

General Fund Analysis		
117,066	Opening Balance	118,817
405,363	Plus: Income for Year	419,123
376,079	Less: Expenditure for Year	483,315
27,534	Transfers to / from Reserves	-17,156
118,817	Closing Balance c/f	71,782

* 'Reimbursements' refers to income or expenditure which has no net effect on the Council's revenue budget.



BALANCE SHEET AS AT 31ST MARCH 2023

2022 £		2023 £
Current Assets		
4,775	Debtors	9,187
8,953	VAT Control a/c	8,074
452	Prepayments	2,859
69,468	Unity Trust Current Bank a/c	30,408
333,907	Unity Trust Savings Bank a/c	313,388
28	Petty Cash	22
417,583	Total Assets	363,937

Current Liabilities		
18,532	Creditors	25,734
1,545	Accruals	8,381
0	Pensions	1,241
0	PAYE & NI	489
5,904	Town Hall VAT	0
0	Receipts in Advance	683
25,981	Total Liabilities	36,527

391,602	Total Assets Less Current Liabilities	327,410
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Represented By:		
118,817	General Reserves	71,782
54,542	EM Res ¹ – Capital Fund (Cemetery Lodge)	54,542
3,486	EM Res – Neighbourhood Plan	3,486
1,765	EM Res – Welcome to Wetherby	1,765
7,600	EM Res – Replacement Van	7,600
19,480	EM Res - Property	0
5,466	EM Res – Election Fees	6,431
590	EM Res – Replacement Computers	0
975	EM Res – Youth Voice	975
157,828	EM Res – CIL Funds	157,915
948	EM Res – Civic Regalia	0
147	EM Res – Welcome to Wetherby (Bag Sales)	147
1,779	EM Res – Welcome to Wetherby (book sales)	1,930
328	EM Res – Defibrillator	567
6,011	EM Res – Paths Improvements	6,825
1,381	EM Res – Lawnmower Fund	1,381
2,400	EM Res – Planning Issues	3,600
7,973	EM Res – Bonfire & Fireworks	7,878
87	EM Res – Pension Shortfall Protection	587
391,602		327,410

¹ EM Res = Ear Marked Reserves – see separate report for detail.



NOTES TO THE FINANCIAL STATEMENTS

1. SECTION 137 PAYMENTS

Section 137 of the Local Government Act enables local councils to spend up to the product of £8.32 per head of electorate for the benefit of the people in the area on activities or projects not specifically authorised by other legal powers.

Payments made under this power, in the 2020/21 financial year, were:

<u>Payee</u>	<u>Description</u>	<u>£</u>
Nicola Florist	Memorial Flowers – HM Queen Elizabeth II	157.10

2. BORROWINGS

At the balance sheet date, a loan of £124,754.43 was outstanding to the Public Works Loan Board.

3. LEASES

At the end of the year the following leases were in operation:

<u>Lessor</u>	<u>Site</u>	<u>Annual Lease Payable</u>	<u>Expiry</u>
Montwhelan Ltd	York Road Depot	£12,000	2030
Leeds City Council	Land at Harland Way (part of Devil's Toenail)	0	2045
Rosamond Evelyn Felicity Gough	Nidd Approach	£10	
Estate of David Ellis Hudson	Raby Park	Peppercorn	2093
Leeds City Council	Jubilee Gardens	Peppercorn	2101
County Council of West Riding of Yorkshire	Garden of Rest	1 shilling per annum.	
Leeds City Council	Skate Park	Peppercorn	

4. OUTSTANDING DEBTS

At the end of the year debts of £9,187 were outstanding and due to the Council as follows:

- £3,186.56 – Wetherby Town Hall CIO, Salary Re-charge
- £6,000.00 – Grant for Property Repairs
- £0.30 – Wetherby Salvation Army, Table at Market

5. RELATED PARTIES

Wetherby Town Council holds trusteeship of Wetherby Town Hall and pays a total of £29,600 to Wetherby Town Hall CIO.

This is to cover rent of the Council's offices of £4,100 per annum and a grant of £25,500 for services and repairs to the Town Hall.

The Town Council, as a whole, act as the sole managing and custodian trustee of Wetherby Town CIO charity.

A separate bank account and receipts and payments book is maintained for Wetherby Town Hall.

During the 2022/23 period the Town Council worked, under the guidance of Wellers Hedley solicitors, to review and regularise the governance arrangements of the Town Hall. This involved the closure of the unincorporated charity, Trustees of Wetherby Town Hall, the winding up of Wetherby Town Hall Administration Ltd and the enactment of the previously formed Wetherby Town Hall CIO.



The Town Council created the Town Hall Management Committee to oversee the day to day running of the Town Hall.

6. ACCOUNTING POLICY

The accounts and financial statements have been prepared in accordance with Governance and Accountability for Local Councils - A Practitioners Guide (2022 edition).

7. GENERAL RESERVES

Level of Reserves

The level of general reserves held by the council reduced by £47,035.

This was caused by incurring significant expenditure for which there was no budget provision, notably:

- Wall repairs at Millennium Field, the Hallfield Lane Cemetery and Jubilee Gardens.
- The employment of a full time Deputy Clerk and full time Facilities Manager from autumn 2022.

Further explanation is given in the monitoring against budget report later in these financial statements.

Reserves Requirement

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement.

The Joint Panel on Accountability and Governance, Practitioner's Guide, March 2023 states that:

"In practice, any authority with income and expenditure in excess of £200,000 should plan on 3 months equivalent General Reserve."

Wetherby Town Council has adopted a Reserves and Investment policy which shows the level of general reserves to be held as follows:

		2022/23	2023/24
		£298,960	£540,000
Less:	PWLB Repayments	-£22,800	-£22,800
	Replacement Van		
	Defibrillator		-£200
	Election Expenses Fund	-£965	£-965
	Divided by 4 to give 3 month equivalent:	£68,798.75	£129,058.75

At the end of the 2022/23 the council's general reserve level was £71,782. Whilst this was sufficient, the council must be mindful of the level of reserves required for future years.



FUNDS ANALYSIS FOR THE YEAR TO 31ST MARCH 2023

*EM Res = Ear Marked Reserves (funds set aside for a particular purpose).	Funds b/f 1/4/22 £	Receipts in the Year £	Amount used in the year. £	Funds c/f 31/3/23 £	Transaction Detail / Notes
General Reserves	118,817.00			71,782	See note above.
EM Res – Capital Fund The Capital Fund relates to the sale of Cemetery Lodge (Sexton House) and is to be administered in accordance with the Capital Receipts Regulations 2003.	54,542.00			54,542.00	
EM Res – Neighbourhood Plan Funds to be used for review and updating of Neighbourhood Plan in due course.	3,486.23			3,486.23	
EM Res – Welcome to Wetherby Formerly the ‘Jubilee Fund’ to hold money generated by the group, through activities such as bag packing and event surpluses, to fund future activities.	1,764.61			1,764.61	
EM Res – Replacement Van	7,600.00			7,600.00	Proposal to increase by £808 to be considered by Town Council on 13/6/23.
EM Res – Property Reserves	19,480.00		19,480.00	0.00	Used to fund wall repairs at Jubilee Gardens, Millennium Field and the Hallfield Lane cemetery – see minute 40 22-23c.
EM Res – Election Fees Fund to build a reserve to pay for future contested elections. Next ordinary elections to be held in May 2023.	5,465.77	965.00		6,430.77	Increased by amount included in 2022/23 budget.
EM Res – Replacement Computers	590.17		590.17	0.00	Used to fund the purchase of computers for new members of staff.
EM Res – Youth Voice Renamed from Youth Council at end of 2016/17 financial year.	975.00			975.00	



EM Res – CIL Funds Receipts routinely ear-marked in accordance with minute reference 184-18.	157,827.89	86.79		157,914.68	See separate CIL report.
EM Res – Civic Regalia Created to ring-fence Mayor's Allowance underspend from the 2017/18 so that it can be used to improve the Council's civic regalia in future.	947.72		947.72	0.00	Used to purchase 'Past Mayor' badges – see minute reference 75 22-23e.
EM Res – W2W Bag Sales Created at 2020 Annual Town Council Meeting to ring-fence proceeds from sales of Welcome to Wetherby bags. Will be used to fund purchase of new items in due course	146.66			146.66	
EM Res – W2W Book Sales Created to ring-fence proceeds from sales of Walking in Wetherby booklets. Will be used to fund re-print in due course. See minute reference 127-18c.	1,779.00	151.00		1,930.00	Sales of books during 2022/23 financial year.
EM Res – Defibrillator Wetherby Town Council agreed to take over ownership, and responsibility for associated costs, of the public access defibrillator located on the side of the Town Hall at its meeting on 10 th April 2018 (minute ref. 73-18). The asset reference is STF1. £200 is allocated in each annual budget to cover future costs, with the underspend automatically ear-marked.	328.00	239.00		567.00	Increased by underspend from 2022/23 budget.
EM Res – Paths Improvements Leeds City Council funds works on public rights of way, to be undertaken by Wetherby Town Council using a contractor. Wetherby Town Council ear marks any budget underspend so that the funds can be spent on future path projects.	6,011.00	814.00		6,825.00	Increased by underspend from 2022/23 budget. £1,800 allocated to Leeds City Council project to improve Harland Way. Request for payment expected in early part of 23/24 financial year.



EM Res – Lawnmower Fund Represents a fund, built from budget under-spends, to use to purchase a new stand-on mower for cemetery maintenance.	1,381.00			1,381.00	
EM Res – Planning Issues A fund to pay for professional fees, or work undertaken by the Better Wetherby Partnership on planning and development related issues in the Wetherby area.	2,400.00	1,200.00			Increased by underspend from 2022/23 budget.
EM Res – Bonfire & Fireworks	7,972.84		-94.39	7,878.45	Funds used to cover financial deficit on 2022 event.
EM Res – Pension Shortfall Protection Current actuarial valuations for West Yorkshire Pension Fund show an employer contribution requirement of 14.4%. Agreed to keep budget allowance at the 15% previously contributed and put 0.6% in to an EMR as a precaution against future shortfall. See report accompanying minute ref 170 20-21a.	87.00	500.00		587.00	Represents 0.6% of 2022/23 calculated contributions.
TOTAL	391,601.89			255,628.40	



PERFORMANCE AGAINST 2022/23 APPROVED BUDGET

This report *is not* intended to represent the overall financial position of the Council. It is intended to provide an analysis of how the Council performed against the budget that was set for the 2022/23 financial period.

Figures where the Council has performed better than expected (i.e. has received more money or spent less than expected) against the budgeted figures are shown in **green**. Figures where the Council has performed worse than expected (i.e. has received less money or incurred more expenses than planned) are shown in **red**.

Cost Centre		Actual Year to Date £	Current Annual Budget £	Variance Annual Total £	% of Budget Used	Centre Outturn £
Administration	Income	311,513	307,027	+4,486	101.5	-2,830
	Expenditure	25,349	23,694	+1,655	107	
Property	Income	85	1,100	-1,015	7.7	+36,694
	Expenditure	118,064	82,385	+35,679	143.3	
Personnel	Expenditure	158,287	161,820	-3,533	97.8	-3,533
Town Hall	Expenditure	48,291	48,300	-9	100	-9
Cemetery	Income	30,870	34,794	-3,924	88.7	+39,361
	Expenditure	49,098	13,661	+35,437	359.4	
Welcome to Wetherby	Expenditure	386	500	-114	77.2	-114
Civic & Events	Expenditure	3,859	6,910	-3,051	55.8	-3,051
Markets	Income	19,784	21,077	-1,293	93.9	-3,903
	Expenditure	28,138	25,528	+2,610	110.2	
TOTALS	Income	362,252	363,998	Overall Outturn Against Budget		+66,928
	Expenditure	431,472	362,798			
Net Income over Expenditure		-69,220				

The report above does not include figures for the 'Planning & Development' or 'Paths Partnership' cost centres where any surplus at the end of, or funds received during the year are automatically ear-marked for future projects and does not therefore have any impact on the Council's performance against its agreed, revenue budget.

The Civic & Events cost centre outturn has been altered to account for the ear-marking of the bonfire and fireworks event surplus. The Welcome to Wetherby cost centre has been adjusted to take account of the ear-marking of all receipts from the sale of walking books and the impact of the Platinum Jubilee event (the surplus from which will be ear-marked to assist with the cost of future events).

The summary does not include figures from the 'Reimbursements' cost centre which is used to account for income and expenditure that has no net impact on the Council's revenue budget.

This should be read in conjunction with the following documents which are available from the Responsible Financial Officer on request:

- Council's annual accounts documents.
- 2022/23 budget.
- Detailed explanation of variances against the budget.
- Council's reserves and investment policy.
- Detailed income and expenditure report, showing performance against budget for all nominal ledger codes.

Summary explanation of performance against budget:

- On the basis of the caveats already given, the Council finished the year over-budget by approximately £66,928, having spent £69,220 more than it raised in income.
- The 2022/23 period was one of considerable change for Wetherby Town Council as it implemented the results of the staffing and structure review commissioned in June 2022.
- The council carried personnel vacancies for the first half of the year whilst the review was undertaken. Work that would otherwise have been carried out by employees was contracted out.
The appointment of additional staff in autumn 2022 means that whilst the personnel budget has finished the year broadly in line with expectations, other cost centres are over-budget as they reflect the contractor costs.
- It was also a year when the council undertook a significant wall repair project, with £25,266.79 of the costs being outside of the budget and therefore taken from the council's general reserves.
- Members were aware that budget provision was not included for these items when agreeing to the relevant expenditure. The budget overspend was therefore planned and can be explained.
- Wetherby Town Council made substantial alterations to the budget and precept level for the 2023/24 period, and these will be reflected in the next reporting year.



COMMUNITY INFRASTRUCTURE LEVY ANNUAL REPORT – 31ST MARCH 2023

	£	£
Total CIL receipts brought forward from previous years.		157,827.89
Total CIL receipts in year.		86.79
Total CIL expenditure in year.		0.00
Summary of CIL expenditure in year.	0.00	
Total CIL receipts in year, retained at the end of the year.		86.79
Total CIL receipts from previous years retained at the end of the year. (Including receipts subject to a notice but not yet paid.)		157,827.89
Total CIL receipts carried forward to next year.		157,914.68

Receipts subject to notices served in accordance with Regulation 59E		
Total CIL receipts subject to notices served in accordance with regulation 59E during the year.		0.00
Total CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the year.		0.00

