WETHERBY TOWN COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT 7PM ON TUESDAY 10TH AUGUST 2021 IN WETHERBY METHODIST CHURCH, BANK STREET, WETHERBY

Present:

North Ward	**Cllr H Chapman**
	Cllr N Harrington
	Cllr R V Hawkins
	Cllr C Mulhall
West Ward	**Cllr D Buckle**
	Cllr D Frame
	Cllr G Moss
	Cllr P Rowden
East Ward	**Cllr S Bennett**
	Cllr A Lamb
	Cllr D Payne (Deputy Mayor)

In Attendance: **Iona Taylor (Town Clerk)**

55 21-22 **Questions or comments from members of the public** – none present.

56 21-22 **Declarations of interests and requests for dispensations.**
Councillor Lamb declared a non-pecuniary interest in planning application 21/05225/FU, stating that as a member of Leeds City Council's Plans Panel he will come to an opinion on the application only after taking in to account all relevant information and views.

57 21-22 **Apologies.**
It was **RESOLVED** that apologies be received and reasons for absence accepted from Councillors Bradley, Maltby, O'Byrne and Smith.

58 21-22 **Minutes of previous meetings.**
It was **RESOLVED** that the minutes of the following meetings be approved and signed by the Deputy Mayor as a true record:

a) 27th April 2021 – meeting of the Town Council.
b) 4th May 2021 – Annual Town Council Meeting
c) 2nd June 2021 – extraordinary meeting of Councillors to discuss bonfire event.
d) 8th June 2021 – meeting of Town Councillors.
e) 13th July 2021 – meeting of Town Councillors.

It was further **RESOLVED** that the decisions taken by the Clerk under delegated authority following direction at informal meetings of Town Councillors be fully ratified and recorded.

59 21-22 **Matters arising from the minutes.**

a) Bin survey.
It was **NOTED** that Councillors O'Byrne and Bradley have undertaken a survey of all Leeds City Council owned bins within the Wetherby Town Council area and have passed the resulting information to Ward Councillor Richards.

60 21-22 **Committee meetings.**
It was **RESOLVED** that the minutes of the following meetings previously agreed by Committee members be approved and received by Council and the decisions taken under delegated therein be ratified:

a) Planning Committee – 7th June 2021

b) Budgets & Governance Committee – 8th June 2021
c) Planning Committee – 28th June 2021

61 21-22 Committee membership.

Councillor Buckle's resignation from the Property Committee was **NOTED.**
It was **RESOLVED** that Councillor Smith be appointed to the Property Committee.

62 21-22 Financial reports.

Town Council

a) Payments.

It was **RESOLVED** that the list of 37 payments, totalling £44,320.70, as detailed in appendix 1 on page 3232 be approved.

b) Income and expenditure.

It was **RESOLVED** that the income and expenditure report for the first quarter of the 2021/22 financial year, detailing progress against the agreed budget be received and approved.

c) Internal audit.

It was **RESOLVED** that the end of year audit report for the 2020/21 financial period from Matthew Gleadell of Angle Community Development Services be received and the recommendations implemented.

*Town Council – High **** rating.*

Overall Summary

The Council continues to maintain its high standards of governance and its high level of organisational accuracy and detail. The Clerk with full support of the members is striving to achieve high standards in all aspects of the Council's operations.

The challenge for the Council in the foreseeable future will be carefully managing its various project ambitions. Our interim report for the 20/21 financial year looked in more detail at the Council's approach to the management of its projects. From an audit perspective what the Council does, provided it is legal, is not something that an auditor need concern themselves with. I would however encourage the Council to be clear on its project priorities, especially where there is presently a funding shortfall. Developing a realistic order of priority for the various projects required will help to ensure that the high standards of governance around the Council's activity continues and will allow the officers to focus clearly on a manageable number of projects rather than be spread too thinly trying to deliver everything at once.

A manageable realistic priority plan for the various projects will help to ensure that Iona and her team can continue to maintain the high levels of organisation and continue to service the various aspects of the Council's operations which do fall under the remit of Internal and External Audit.

Recommended actions:

- Ensure most recent copy of Standing Orders is on website.
- Ensure most recent copy of Financial Regulations is on website.
- Adopt a data map to assess data held and retained by Council.
- Carry out an occupational health assessment to cover both office and home work spaces.

*Town Hall – Substantial *** rating.*

Summary

The overall assurance level reflects the ongoing work being done to tidy up the constitutional structures of the Charity.

Provided the high levels of governance and management of the Charity continues we anticipate that a High assurance level will be achieved just as soon as the Council has completed the work to re-structure the Charity.

For the purpose of this audit I have assessed transactions concluded in July 2020 and November 2020.

Town Hall

d) Payments.

It was **RESOLVED** that the list of 13 payments, totalling £10,302.67, as detailed in appendix 2 on page 3233 be approved.

63 21-22 Budgets & Governance Committee

It was **RESOLVED** that the minutes of the meeting of Budgets & Governance Committee Members, held on 13th July 2021, be approved by Committee Members and received by the Council. The minutes can be found as appendix 3 on page 3234.

64 21-22 Markets Committee

It was **RESOLVED** that the minutes of the Markets Committee meeting held on 30th April 2021 be approved by Committee Members and received by Council. The minutes can be found as appendix 4 on page 3235.

65 21-22 Property Committee

a) 14th April 2021

It was **RESOLVED** that the minutes of the meeting of Property Committee members held on 14th April 2021 be received by Council. The minutes can be found as appendix 5 from page 3236.

b) 30th June 2021

It was **RESOLVED** that the minutes of the meeting of Property Committee Members held on 30th June 2021 be approved by Committee Members, received by Council and the decisions taken under delegated authority therein be ratified. The minutes can be found as appendix 6 from page 3239.

66 21-22 Planning & Development

a) Planning Committee

It was **RESOLVED** that the minutes of the meeting of Planning Committee members held on 19th July 2021 be received by Council and the decisions taken under delegated authority therein be ratified. The minutes can be found as appendix 7 from page 3244.

b) Application 21/05225/FU | Erection of petrol filling station with ancillary shop and food outlet, car wash, electric charge points, air and water lines, ATM, underground fuel tanks and parking | Land Off Privas Way Wetherby LS22 6RN.

It was **RESOLVED** that the Council continues to object to this proposal on the following grounds:

- Contravenes the Neighbourhood Plan.
- Highways related concerns.
- The absence of a retail impact assessment.
- Potential adverse impact on neighbouring properties.

c) Leeds Local Plan Update: Scoping Document for Public Consultation
It was **AGREED** that an extraordinary meeting of the Planning Committee be convened to consider this important document and agree a response to the consultation.

d) North Yorkshire Minerals and Waste Joint Plan – Main Modifications Consultation
This item was **RECEIVED AND NOTED.**

67 21-22 Climate Emergency

a) Working Group.
It was **RESOLVED** that the minutes of the following Climate Emergency Working Group meetings be received and the decisions taken under delegated authority therein be ratified:
i. 18th May 2021 – appendix 8 from page 3246.
ii. 20th July 2021 – appendix 9 from page 3248.

b) Update
Councillor Mulhall reminded members of the eco-fair, supported by the Town Council, which is to take place on 2nd October 2021.

68 21-22 Bonfire Working Group

a) Meetings
It was **RESOLVED** that the minutes of the following Bonfire Working Group meetings be received and the decisions taken under delegated authority therein be ratified:
i. 30th June 2021 – appendix 10 from page 3250.
ii. 2nd August 2021 – appendix 11 from page 3252.

b) Update on organisation of event.
Members were directed to the minutes of recent Working Group meetings for information.
The Clerk reported that the Project Administrator is working closely with Simon Donkin on the event management plan.

69 21-22 Highways

a) Issue Log – no updates.

b) Repair of speed indicator devices - no updates.

70 21-22 Police Matters

a) Crime Report
An update on recently reported crimes was **RECEIVED AND NOTED.**

b) Police & Communities Together Meeting
It was **NOTED** that the meeting scheduled for 3rd August 2021 hadn't taken place due to lack of local police representation.

71 21-22 Correspondence
The Clerk **REPORTED** on items received, including:

a) Cleaner Neighbourhood Statistics.
Statistics for issues reported and enforced over the past two years were **RECEIVED AND NOTED.**

b) Wetherby in Bloom newsletter.
This item was **RECEIVED AND NOTED.**

72 21-22 **Asset Register**

It was **RESOLVED** that an updated register, amended as a result of a street furniture mapping exercise, be approved. The new register also includes the addition of the new Nidd Approach Swings.

73 21-22 **Walton Road Verge**

The Clerk reported that an unauthorised incursion by travellers had taken place from 30th – 31st July 2021. Action had been taken in accordance with the Council's policy for dealing with unauthorised incursions in green spaces.

CEA Limited (private bailiffs) had been instructed to issue and execute an eviction notice, at a cost of £2712 inc. VAT.

The Council's Property Committee will consider measures to prevent future incursions at its next meeting on 11th August 2021. Ward Councillors indicated that they are holding discussions about this issue with Leeds City Council and West Yorkshire Police.

74 21-21 **Reports from Councillors.**

a) Town & Parish Council Forum

The following points were **NOTED:**

- A park and ride scheme near Barwick-in-Elmet and Scholes is being considered by Leeds City Council.
- Members of the public are encouraged to report every and all crimes and incidents of anti-social behaviour so that appropriate action can be taken by relevant authorities.
- A 'help directory' is being compiled on Leeds City Council's website, giving details of support groups etc.

b) Anti-social behaviour – Sandringham Park

Councillor Lamb reported that he has recently held a meeting with residents near Sandringham Park to discuss possible solutions to the ongoing issue of anti-social behaviour.

75 21-22 **Items for information.**

a) Bin consultation meeting.

It was **NOTED** that the date for a consultation meeting on where to site 6 additional new bins has been changed and will now be held at 6pm on 7th September 2021 in Jubilee Gardens. Councillors are welcome to attend.

b) Wetherby High School

Councillor Lamb formally announced to the Town Council that funding has been committed by Leeds City Council to the rebuilding of Wetherby High School. This was welcomed by all those present at the meeting.

It was **NOTED** that a community consultation forum has been established and will be run throughout the project. It was **AGREED** that Councillor Bennett should represent the Town Council on this group, informally at first until an appointment can be made at the next meeting.

76 21-22 **Maintenance Contract**

a) Exclusion of the press and public.

It was **RESOLVED** that in accordance with Section 1(2) of the public bodies (admission to meetings) Act 1960 as amended – because publicity would be prejudicial to the public interest by reason of the commercially confidential nature of the business to be transacted - the meeting be not open to the public during the session of item 76 21-22b.

b) Quotations for the provision of maintenance services.

The Clerk reported on the tender process for maintenance services to be provided immediately after appointment until 31st March 2022.

The contract provides for:

- Emptying all bins 3 times per week.
- Litter picking all sites each week.
- Inspection of all sites (including playgrounds, buildings and green spaces).
- Maintenance of bark safety surfacing.
- Installation and removal of grid at war memorial.

Three quotations were received, ranging in price from £11,212 to £50,940, based on a 36 week contract. Two local companies had declined to submit prices due to current, high workloads.

The Clerk drew Members' attention to the pros and cons of each contractor who had submitted a price.

c) Appointment of maintenance contractor for provision of maintenance services until 31st March 2021.

It was **RESOLVED** that Farm & Land Services Ltd be appointed at the following costs:

- £66 per visit for emptying bins.
- £100 per week for carrying out inspections, to include bark maintenance.
- £121 per meeting.

It was noted that Farm & Land Services Ltd require continued use of the Town Council van to fulfill this service.

It was further **RESOLVED** that Farm & Land Services Ltd be used for any 'ad hoc' maintenance works which are identified during the period to 31st March 2022. As a result of this tender exercise it has been shown that using Farm & Land Services Ltd provides the Council with best value in the absence of a Town Handyman employee.

d) Budget virement.

It was **RESOLVED** that a budget virement of £26,799.16 be made from the personnel to property cost centres to cover the cost of the maintenance contract, which replaces the Town Handyman role on a temporary basis.

The meeting closed at 7.48pm.
These minutes were recorded and prepared by Iona Taylor, Town Clerk.

SIGNED: ..... (Chair)

DATE: .....

APPENDIX 1
TOWN COUNCIL – LIST OF PAYMENTS

Date Paid	Payee Name	Reference	Amount	Transaction Detail
15/07/2021	PCM Systems Ltd	DD30 7-21	140.40	28257, IT Support
15/07/2021	Opus Energy	DD31 7-21	9.59	70847528, Cemetery Electricity
15/07/2021	Opus Energy	DD32 7-21	6.45	70851967, OMP Electricity
15/07/2021	Opus Energy	DD33 7-21	18.39	70847529, Weir Lights Electricity
15/07/2021	Opus Energy	DD34 7-21	24.60	70847524, Depot Electricity
15/07/2021	Business Watch	DD35 7-21	2.50	Water - Garden of Rest
15/07/2021	Business Watch	DD36 7-21	16.40	Water - Cemetery
15/07/2021	Trustees of Wetherby Town Hall	SO37 7-21	2,466.67	Office Rent & Grant
15/07/2021	Copeland Fencing Ltd	IB38 7-21	1,303.20	1582, Raby Park Fencing
15/07/2021	Boston Spa etc Green Group	IB39 7-21	250.00	Grant
22/07/2021	ABC Digital Solutions Ltd	DD40 7-21	108.00	178435, Print Service Contract
22/07/2021	Business Stream	DD41 7-21	35.71	Water - York Road Depot
23/07/2021	Sage Global Services Ltd	DD42 7-21	20.40	1170672, Payroll Software
23/07/2021	Touch Telecom	DD43 7-21	185.38	184520, Telephones & Internet
26/07/2021	TASC Environmental Services Lt	IB44 7-21	500.00	20210161, Asbestos Survey
26/07/2021	BHIB Councils Insurance	IB45 7-21	4,957.23	Councils Insurance Policy
30/07/2021	Employment Law Advisory Servic	SO46 7-21	333.60	HR and H&S Support
30/07/2021	Wetherby Riverside Bandstand	300658	170.00	Concert Sponsorship
02/08/2021	Leeds City Council	DD1 8-21	454.00	Rates - York Road Depot
02/08/2021	Leeds City Council	DD2 8-21	269.00	Rates - Cemetery
02/08/2021	Leeds City Council	DD3 8-21	337.00	Rates - Market
11/08/2021	Addplant Limited	IB4 8-21	102.96	T/75890, Portaloo
11/08/2021	Staff Salaries	IB5 8-21	9,438.88	Salaries - August 2021
11/08/2021	SAS Electrical Ltd	IB6 8-21	4,663.00	SASE/326 York Road Electrics
11/08/2021	Civil Enforcement Agents Ltd	IB7 8-21	2,712.00	3852, Traveller Eviction
11/08/2021	Opus Energy	IB8 8-21	11.60	26433215, Depot Gas
11/08/2021	J. Hudson	IB9 8-21	1,800.00	Stall Erection - July
11/08/2021	SAS Electrical Ltd	IB10 8-21	830.00	SASE/324 Electrical Works
11/08/2021	Prudential	IB11 8-21	35.00	Pension Contributions
11/08/2021	West Yorkshire Pension Fund	IB12 8-21	1,984.89	Pension Contributions
11/08/2021	HM Revenue & Customs	IB13 8-21	2,605.21	PAYE & NI
11/08/2021	Falon Nameplates Ltd	IB14 8-21	110.24	2211315, Plaque
11/08/2021	Bin Shop	IB15 8-21	457.54	1421667, Dog Bins
11/08/2021	Rocco Industries Ltd	IB16 8-21	1,115.87	B. Riley, Project Administration
11/08/2021	Yorkshire Local Councils Assoc	IB17 8-21	22.50	401-2122 Planning Training
11/08/2021	Pullan Landscape, Construction	IB18 8-21	6,247.79	6835, Maintenance & Planting
11/08/2021	I. Taylor - Expenses	IB19 8-21	29.77	Zoom & Image
11/08/2021	Abbotts Memorial Company	IB20 8-21	545.00	12379, Gravedigging (1)
		TOTAL	**£44,320.70**	

APPENDIX 2
TOWN HALL – LIST OF PAYMENTS

Date	Payee	Purpose	Amount
15/07/2021	Opus Energy	Gas Supply	£1.73
15/07/2021	Business Stream	Water	£85.00
23/07/2021	Touch Telecom	Lift Telephone Line	£17.40
02/08/2021	Leeds City Council	Rates Instalment	£36.00
06/08/2021	Opus Energy	Electricity	£158.83
11/08/2021	Yorkshire Purchasing Organisation	Cleaning Materials	£37.61
11/08/2021	Pullan Landscape, Construction etc	6841, Summer Planting	£528.00
11/08/2021	PHS Group	Waste Collections & Air Freshener	£283.75
11/08/2021	Johnsons Heating & Plumbing	Tap Cartridges	£84.00
11/08/2021	Wetherby Town Council	PAT Test Re-charge	£80.00
11/08/2021	Wetherby Town Council	Salary Re-charge, April	£2,404.33
11/08/2021	Wetherby Town Council	Salary Re-charge, May	£2,678.32
11/08/2021	Wetherby Town Council	Salary Re-charge, June	£4,206.66
		TOTAL	**£10,302.67**

APPENDIX 3
MINUTES OF A MEETING OF THE MEMBERS OF THE BUDGETS & GOVERNANCE COMMITTEE

Date: **Tuesday 13th July 2021**
Time: **6pm**
Location: **Online via Zoom Video Communications**
https://us02web.zoom.us/j/88169659679?pwd=dGtPK3NMMGd6ZFZQZlVUaUhkUHZHZz09
Meeting ID: 881 6965 9679

Present: **Councillor Norma Harrington (Chair)**
Councillor Alan Lamb
Councillor Neil O'Byrne (Mayor of Wetherby)
Councillor Dawn Payne

In attendance: Iona Taylor, Town Clerk

1. Apologies – none.

2. Declarations of interests– none.

3. Town Council Payments Authorisation

a) Direct debit payments.
Supporting information for the following sample payments made by direct debit was reviewed by Members.

i. £7.73 – Business Stream – Sandringham Park Water

b) Direct bank payments.
Supporting information for the following sample of payments to be made by bank transfer on 14th July 2021 was reviewed by Members. These payments will be authorised on Unity Trust's internet banking system by two Members of the Budgets & Governance Committee and will be paid if an instruction for the Clerk to do so is issued at the meeting of all Town Councillors later in the day.

ii. £15.38 – I. Taylor – Expenses
iii. £3,120.00 – Farm & Land Services – 5944, Grasscutting
iv. £1,303.20 – Copeland Fencing Ltd – 1582, Raby Park Fencing Works
v. £155.52 – Professional Paper Supplies - 621416, Waste Bags
vi. £155.52 – Professional Paper Supplies - 620567, Waste Bags
vii. £60.00 – Cllr N Harrington - Litter Pickers (Reimbursed)
viii. £324.00 – J.M.Kay Electrical Ltd - 2020/914 PAT Testing
ix. £495.00 – Angle CDS - ITA0621.2, 20/21 Internal Audit

4. Town Hall Payments Authorisation

a) Direct debit payments

i. £34.90 – Leeds City Council – Rates Instalment

b) Direct bank payments.
Supporting information for the following sample of payments to be made by bank transfer on 14th July 2021 was reviewed by Members. These payments will be paid if an instruction for the Clerk to do so is issued at the meeting of all Town Councillors later in the day.

i. £250 – J.Nayler – Town Hall Image
ii. £359.40 – Professional Paper Supplies Ltd - 621415, Paper Towels

These minutes were recorded and prepared by Iona Taylor, Town Clerk.

APPENDIX 4
MINUTES OF A MEETING OF THE MEMBERS OF THE MARKETS COMMITTEE

Date: **Friday 30th April 2021**
Time: **1pm**
Location: **Online via Zoom Video Communications**
Meeting ID: 820 9464 1704

Present: **Cllr Sam Bennett**
Cllr Paul Bradley
Cllr Jo Maltby (Chair)

In attendance: **Iona Taylor, Town Clerk**

1. Apologies - none.

2. Declarations of interests and request for dispensations – none.

3. Artisan Market

a) Legal basis for artisan market.
It was **RESOLVED** that Wetherby Town Council should use Part 111 of the Food Act 1984 for the continued provision of a monthly artisan market in Wetherby.

b) License with Leeds City Council
It was **RESOLVED** that a new license should be signed between Wetherby Town Council and Leeds City Council to enable the Market Place to be used for the monthly artisan market on the second Sunday of each month.

c) Agreement with Little Bird Made.
It was **RESOLVED** that Wetherby Town Council should enter in to an agreement with Little Bird Made for the operation of the monthly Sunday market, with effect from 13th June 2021.

4. Thursday Market.
The meeting considered a report from Little Bird Made on the marketing undertaken prior to the reopening of the Thursday market after coronavirus restrictions.
The report include feedback on the nature and impact of social media posts, the press releases submitted to local media outlets and also provides resources for the Council's future use.

5. Next meeting – to be arranged as required.

The meeting closed at 1.26pm.
These minutes were recorded and prepared by Iona Taylor, Town Clerk.

APPENDIX 5
MINUTES OF A MEETING OF THE MEMBERS OF THE PROPERTY COMMITTEE

Date: **Wednesday 14th April 2021**
Time: **14.00**
Location: **Online at Zoom Video Communications**
Meeting ID: 898 5634 8658

Present: **Cllr Paul Bradley**
Cllr Dean Buckle (until 14.44)
Cllr Harry Chapman
Cllr Victor Hawkins
Cllr Galan Moss
Cllr Dawn Payne (Chair)

In attendance: **Iona Taylor, Town Clerk**
Margaret Holmes, Deputy Town Clerk
Barry Riley, Project Administrator
Richard Maddison, Maddison James
Tom Smith, Chair Wetherby Branch Royal British Legion

The Town Clerk explained that this meeting of the Property Committee was for the information of members only. Due to the period of National Mourning following the death of HRH Duke of Edinburgh the formal notice requirements for the meeting had not been met.

The numbers of these notes refer to the original agenda item number.

4. Town Hall

a) Heating Report
Richard Maddison explained that the existing boiler functions but is not efficient. The report was commissioned to set out the options available for the replacement of the existing boiler.

b) Tender Report for Repair Project and funding options
Richard Maddison confirmed that he would be recommending that the Council proceed with the quote submitted by Bullen. They have done conservation work previously at Bowcliffe Hall and Bretton Hall. The quote does just cover the building works.
So far as budget is concerned, the Town Clerk reported that the Town Hall has £178,000 set aside but that left a shortfall of just over £85,000. The Project Administrator reported that he still has two or three possible grant sources to approach but he has, so far, not been able to find any grant funding.
This item will need to go to Full Council and it may be that another Loan may have to be considered. The problems need to be taken seriously, the Town Hall is an icon in the town and the Council is under a duty to maintain it. CiL is not available as CiL monies cannot be used for repairs.

c) Progression of Project – Deferred

d) Verbal report on incident near Town Hall - Deferred

e) Minor roof repairs
The report was received and whilst this matter will be going to the next meeting of Full Council members gave an indication that this might be approved.

5. Jubilee Gardens

a) Wall repair

The Council is still awaiting consent from LCC because a bat roosting report is required. The Project Administrator has not yet received a response from LCC regarding the ownership of the wall. If it is a Party Wall the costs will be split with the neighbour and we are asking for the costs to be split. The neighbour is aware that they may have to contribute. Again CiL monies cannot be used to fund these repairs.

b) Bath House Project

Richard Maddison informed the meeting that tenders had been received ranging between £64,000 and £117,000. He will be going through the tenders and checking that everything required has been included within the quotes.

6. War Memorials

Tom Smith spoke to the meeting and explained that several RBL members had queried whether the existing War Memorial could be moved to a quieter location. He had made enquiries with LCC and discovered that both Wetherby Bridge and the War Memorial are Grade II Listed and it is therefore very unlikely that permission would be given for the memorial to be moved. An alternative would be to provide an additional memorial that members of the public would be able visit and be more contemplative than is possible at the existing memorial. Possible sites were outside the Town Hall, the Garden of Rest, Raby Park or the Peace Garden at Caxton Street was mentioned. Whilst Millennium Field was mentioned, some thought it might be too remote.

7. Millennium Field

The Town Clerk reported that an initial zoom meeting had taken place with a local resident who had attended the Climate Emergency meeting and had indicated a willingness to help the Council. It had been made clear that the Council did not have permission nor any funding in place but he and some colleagues indicated that they may be able to help if the Council wishes to pursue the option of moving the Scaur Bank play area to Millennium Field.

8. The following matters were noted:

a) The installation of the new swings at Nidd Approach.
b) The planting of a Blue Spruce Tree at the Garden of Rest.
c) The additional play bark at Mason Field has been installed.

9. Property Issue Log – Deferred

10. Cemetery - Deferred

11. Ground Maintenance Contract - Deferred

12. Raby Park - Deferred

13. Waste Bins - Deferred

14. Town Hall Pop-up Card – Deferred

15. Items for information only

a) Verbal report from Project Administrator regarding Ditch/Culvert at Scaur Bank

The Project Administrator reported that he had had discussions with Wetherby Golf Course and Mr Bolton (the owner of the land between the Golf Course and Scaur Bank) with a view to resolving the over-flowing of the Ditch after heavy rain. The bulk of any work would be required on the Golf Course land but it is not yet certain whether any will be undertaken.

b) To receive a verbal report from Deputy Clerk regarding Litter Free Leeds

The Deputy Clerk reported that the Litter Free Leeds campaign had been a huge success in Wetherby and the town was looking much better as a result of the efforts of all the volunteers. However, it had resulted in an increase in the amount of litter needing to be moved by the Council's contractors. Unfortunately, the volunteers are not only leaving the litter they have collected next to Leeds City Council Litter Bins but also next to bins emptied by WTC. Whilst the bags are being removed it has almost doubled the amount of litter the contractor is having to clear.

These notes were recorded and prepared by Margaret Holmes, Deputy Town Clerk.

APPENDIX 6
MINUTES OF A MEETING OF THE MEMBERS OF THE PROPERTY COMMITTEE

Date: **Wednesday 30th June 2021**
Time: **10am**
Location: **Online at Zoom**
Meeting ID: 896 7306 8764

Present: **Cllr R V Hawkins**
Cllr D Frame
Cllr P Bradley
Cllr D Payne (Chair)

In Attendance: **Iona Taylor (Town Clerk)**
Margaret Holmes (Deputy Clerk)
Barry Riley (Project Administrator)
Cllr N Harrington
Cllr C Mulhall

1. **Declarations of interests and requests for dispensations** – None.

2. **Apologies**
Apologies for absence were received from Councillors Chapman, Moss, Smith and O'Byrne.

3. **Notes of the last meeting**
The notes of the last meeting of the Property Committee held on 14/04/21 were approved.

4. **Matters arising from the minutes** – None.

5. **Resignation of Councillor Buckle from Property Committee**
The resignation of Councillor Buckle was noted. Subject to Council approval, Councillor Tom Smith has expressed an interested in joining the Property Committee and this proposal was welcomed by Members.

6. **Walton Road Trees**
Cllr Mulhall spoke to the paper that had been circulated to members. He was looking for provisional support for a tree planting scheme on land owned by Wetherby Town Council on the verge of Walton Road. There would be more consultation regarding the varieties of tree to be planted and on-going maintenance costs.
Following discussion **IT WAS AGREED:**
i) That Members support the proposals in principle;
ii) The matter to come back to Property Committee for final approval on the variety of trees to be planted and the on-going maintenance costs.

7. **Town Hall**
a) Repair Project
The Project Administrator reported that a meeting had been held with the approved contractor who had revisited the work schedule to ensure it was closer to the budget. Planning permission has been granted. When funding has been clarified the matter will be brought back to Property Committee/Full Council prior to proceeding.

b) Utilities

The Town Clerk spoke to the paper that had been circulated to members. Opus Energy were the most competitive for the supply of electricity and gas to the Town Hall.

IT WAS AGREED that the Town Clerk be authorised to enter into a new, 4 year contract with Opus for the supply of utilities to the Town Hall at the best price available on the day.

8. Jubilee Gardens/Bath House

a) Planning application/granting of planning permission

Cllr Hawkins read the meeting an email he had received from the Chair of Wetherby in Bloom concerning the delays in repairing the Bath House and the costs that had been expended on consultants with nothing to show. It was repeated that either this Committee or Full Council had unanimously agreed to all stages of the project, including the appointment of a consultant to assist with the preparation of planning/listed building applications which were required before any work could be undertaken.

It was confirmed that planning approval was still awaited but was being chased regularly. There is a back-log in the Planning Office. Advice will be sought as to whether it is possible to separate off the planning application in respect of the windows and the repairs to the wall. Councillor Harrington offered to pursue this with LCC.

The Council is not committed to proceeding with the whole project and a review of which elements of the project to proceed with can be taken after planning permission is received. The repairs to the wall must take priority as it is unsafe and presents a real danger to the public.

b) Bat Survey

It was noted that a Bat Survey has been undertaken as this would be required in the event of planning permission being granted and it was hoped that carrying it out as soon as possible could expedite the process. The Council has been notified verbally that there was nothing of concern but the formal report was still awaited.

c) Boundary Wall

It was reported that following a site visit with Historic Property Restoration Ltd, subject to Planning approval they would be ready to start works at the beginning of August. Part of the site will need to be fenced off and they will liaise with Wetherby in Bloom regarding the work that will be required that will affect some of the beds and vegetation. The works will take up to 8 weeks. It is not thought the planning approval can be expedited on the basis of health and safety concerns.

9. Millennium Field Project

After receiving a verbal update from the Town Clerk and Deputy Clerk there was a clear unanimous indication that an approach be made to LCC to extend the lease. When planning the development of this area, consideration will be given to wildflower areas; grasscutting in the area; possibility of a marked kilometre track. The Project Administrator is already working on possible funding for the work that will be required. It was agreed that if the lease is extended moving the Scaur Bank play area before any further flooding would be a priority – this will cost in the region of £60k.

10. Condition of Electrical Installations in Council Property

a) Appointment of contractor for York Road Depot renewals

Correspondence with the Landlord regarding the possibility of them contributing to the costs had been unsuccessful. The Clerk had not taken formal legal advice - following an informal review of the lease an independent solicitor had said it was WTC's responsibility and she had taken the view not to expend costs on a hopeless case. When the lease is next due to be renewed it may be worth seeking independent legal advice prior to signing any extension.

A further five electrical contractors have been contacted and asked to quote but only 1 had responded. The company who had responded had suggested that smoke alarms be fitted and external motion-activated security lights be installed. Their quote, to include the suggested work was £4,600 with an additional cost of £500 to remove asbestos insulation behind the old fuse box that would need to be removed.
The Council's usual electrical contractor had been asked to update their quote to include the smoke alarms and external security lights but nothing had been received in reply.

IT WAS AGREED that the Clerk be authorise to accept a quote of £4,663 plus £500 for the removal and disposal of the old electrics from SAS Electrical, with the work to commence as soon as possible.

b) Procurement of EICRs on Bath House and Old Men's Parliament (OMP)
SAS Electrical charge £100 less than the Council has previously paid for an EICR report and had therefore been asked to undertake reports on both buildings.
The contractor had stopped undertaking the OMP report as the electric load to earth was too high and he reported this to Northern Power on the Council's behalf. This is the responsibility of Northern Power and when it has been rectified the report will be undertaken. The Bath House had been visited but the report had not yet been received.

11. Cemetery

a) Cemetery Fees
The Deputy Clerk informed the meeting that there had been no significant difference in the number of interments that had taken place due to the pandemic. Council had taken the decision not to increase Cemetery Fees in 2020, the last increase in fees had taken effect in May 2019. Neighbouring authorities of Harrogate and Leeds had increased their fees during that period. Following discussion
IT WAS AGREED:
i) That the Cemetery Fees be increased by 5% as indicated in the report;
ii) The increase in fees be implemented from 01/09/21.

b) Testing and Inspection of Memorial Headstones
Following consideration of the report prepared by the Project Administrator
IT WAS AGREED:
i) A policy for memorial management be developed with a view to having an independent 5-yearly inspection;
ii) Independent Memorial Inspection be appointed at a cost of £3.20 per headstone to undertake a full inspection of memorial headstones in the Cemetery, such an inspection to provide a base-line starting point for the Memorial Management Policy.

12. Boundary Walls

a) Millennium Field/Barleyfields Court and Mason Field/Cemetery Lodge
A report prepared by Town Clerk outlining the poor condition of walls between Millennium Field and Barleyfields Court (adjacent to access to St Joseph's Primary School) and Mason Field and Cemetery Lodge (close to the vehicle entrance) was considered.

b) Professional Services
It was noted that the Council does not have the in-house technical ability to prepare a specification for the job, review tenders and oversee the work. It is not thought that specialist builders are required for these works. Following consideration:
IT WAS UNANIMOUSLY AGREED:
i) To appoint Maddison James to provide professional services as outlined in the report at a cost of £2,660;
ii) That quotations be obtained for the required works and presented to Property Committee to decide on the contractor to be appointed.

13. Raby Park

It was noted that the fencing repairs and installation of the new gates had been completed. It was noted also that a tree that had been giving concern had been made safe but would be inspected again in October.

14. Reinstatement Valuations

The report prepared by the Town Clerk, including the quotes obtained for the valuation of Council property.

IT WAS AGREED: That BCH be appointed to undertake reinstatement valuations of all the Council's buildings at a cost of £1315 + VAT.

15. Waste Issues

a) New waste bins

The report prepared by the Deputy Clerk was considered. There had been a noted increase in the amount of rubbish being generated in the Council's green space areas. The liners of the current bins needed replacing and it had seemed an appropriate time to review the provision of waste bins generally. It was proposed that the existing bins be replaced with larger capacity bins and that more bins be installed where required.

IT WAS AGREED:

i) That 1 new dog waste bin and 3 liners be purchased at a cost of £276.93 + VAT;

ii) That 20 new Broxap eco-steel bins, including liners and WTC logo be purchased at a cost of £5,140.00 + VAT;

iii) The Council's maintenance contractor be asked to install the bins at an additional cost.

b) Short term maintenance contractor

The Town Clerk outlined how the Council had been relying on temporary arrangements for the inspection, maintenance and waste collection in the Council's green space areas since the departure of the Town Handyman. The job was being undertaken proficiently and had been taken on at short notice, however the work had not been put out to tender.

The Clerk now proposed that she prepare the specification for a short-term contract and invite tenders.

IT WAS AGREED

That the Clerk prepare a short-term contract (to 31/03/22), invite tenders and that quotes be brought back to Property Committee Members for consideration on the contractor to be appointed.

c) Additional signs in Green Space areas

The Clerk outlined how some of the signs in the Council's green space areas were deteriorating. There was a need for consistent signage which gave usage guidelines and the Council's contact details.

IT WAS AGREED

That proposals for new signage be brought to the Property Committee for consideration.

16. Maintenance of Green Spaces – This was covered under Item 15b) above.

17. Property Issue Log

The Property Issue Log and the range of matters to be dealt with was **NOTED.**

18. Banner & Signage Policy

The new banner and signage policy was considered and **APPROVED.**

19. Fire Evacuation Plans

The Fire Evacuation Plans for the Council's buildings was **NOTED.**

20. Town Hall Pop-up Card

The request from a card producer that they be allowed to produce a Pop-up Card featuring the Town Hall was considered and **APPROVED.** The card producer to be asked if the Council would receive any benefit from the card and whether the final image could be approved before production.

21. Items for information only

a) Blue Spruce in Garden of Rest

It was noted that the Blue Spruce planted in the Garden of Rest had failed. It had been removed and the bed would be planted up with summer bedding plants with the rest of the beds. Wetherby in Bloom proposed that one more attempt be made. They suggest transplanting a pot-grown tree may be more successful. This suggestion was approved, subject to Wetherby in Bloom funding the new tree and it being suitable to take Christmas Lights.

b) Any other items

i) Cemetery Electric Box

The Town Clerk reported that the door of the electric box in the Cemetery (on the outside of Church on the Corner) had come. It was not possible to reinstate the door and steps were being taken to obtain a cover to secure the box.

The meeting closed at 11.45am.
These minutes were recorded and prepared by Margaret Holmes, Deputy Clerk.

APPENDIX 7
MINUTES OF A MEETING OF THE MEMBERS OF THE PLANNING COMMITTEE

Date: **Monday 19th July 2021**
Time: **4pm**
Location: **Online**

Present: **Cllr Paul Bradley**
Cllr H Chapman
Cllr Galan Moss

Absent: **Cllr N Harrington**
Cllr D Payne

In attendance: **1 member of the public**
Alison Waterfield, Office Administrator

1. **Apologies from Cllr V Hawkins were received and the reasons were accepted.**

2. **Declarations of interests and requests for dispensations.** None.

3. **The Committee delegated the Clerk to report to Leeds City Council Planning Department that there are no objections to the following applications subject to the proposals meeting or exceeding the requirements and guidance in the 'Building for Tomorrow Today, Sustainable Design and Construction SPD to ensure that the highest standards of eco-efficiency are achieved:**
    a) 21/05436/FU | Part single storey part two storey front/side extension | 10 Badger Wood Glade Wetherby LS22 7XR
    b) 21/05328/FU | Single storey extension with access ramp and detached double garage to rear | 10 Knights Croft Wetherby LS22 7TJ
    c) 21/05499/FU | Single storey rear to existing detached rear garage | 3 Shaw Barn Croft Wetherby LS22 6GN

4. **The Committee delegated the Clerk to report to Leeds City Council Landscape Planning Department that there are no objections to the following applications:**
    a) 21/05725/TR | T1 Field Maple- To reduce lateral branches by 5m to give a clearance from the house. Lift lower branches lifting on the drive side to 5m above ground | 37 Glebe Field Drive Wetherby LS22 6WF
    b) 21/05722/TR | G1 Stand of Beech - Crown lift 1m reduction over the car park and push back from building along the side of the property. T1 Beech - Minor dead wood and crown lift 1m reduction. T2 Beech - Advise to fell as mitigating works will destroy the structure of the tree. Several large wounds in dominant limbs forming canopy, in addition to a large unhealed wound from prior works. T3 Horse Chestnut - Fell. Poor health due to canker T5 Norway Maple - Crown raise 1.5m to allow access for grass cutting machinery. Low branches over grass T7 Norway Maple - Fell. Poor canopy and Large wound at base T8 Beech and T9 Sycamore - Crown lift to 5.2m over road and 2.3m over pavement. Crown extends over road and pavement T11, T12 and T14 Sycamore - Crown lift to 2.3m off pavement and shrub base. T13 Oak - 2m crown lift off of grass. T19 Ash - Dead wood. G2 Stand of conifers to side of T19 - 3m reduction. Danger of limb failure at current height | West Yorkshire Police Authority Police Station Boston Road Wetherby LS22 5HA.

5. **Updates and outcomes on applications received from planning authorities.** None received.

6. **Items for information:** None received.

7. The date of the next Planning Committee was **AGREED** as being on 9th August 2021.

The meeting closed at 16.15.
These minutes were recorded and prepared by Alison Waterfield, Office Administrator.

APPENDIX 8
MINUTES OF A MEETING OF THE MEMBERS OF THE
CLIMATE EMERGENCY WORKING GROUP

Date: **Tuesday 18th May 2021**
Time: **7.00 pm**
Location: **Zoom Video Conference**
Meeting ID: **864 7386 4171 Present:**
Present: **Councillor Connor Mulhall (Chair)**
Councillor Galan Moss
Barry Reid
Adrian Balcombe
Ingrid Mclaughlin
Brian Taylor

1. WELCOME
Councillor Connor Mulhall welcomed the attendees to the meeting.

2. APOLOGIES FOR ABSENCE
Apologies were received from Councillor Frame.

3. DECLARATIONS OF INTEREST FROM TOWN COUNCILLORS
There were no declarations from Town Councillors

4. STRUCTURE OF GROUP
It was noted the departure of Councillor Payne, Diana Eales, Clare Bradbury and Kim Pengelley.

It was **AGREED** new members would be sourced.

5. REVIEW OF ACTION PLAN
Updates were provided to the group from the subgroup representatives (Copies of action plans with updates can be requested from WTC)

1. Eco – Initiatives
2. Energy Efficiency and Waste
3. Planning and Transport
4. Schools and Education
5. Trees and Planting
6. WTC identified

6. RACECOURSE APPROACH
Councillor Mulhall provided a verbal update on the progress of the Racecourse approach planning application. It was noted the Climate action plan had been sent to Taylor Wimpey and the request for an allotment was to be considered.

7. ITEMS FOR INFORMATION
Eco Fair – It was noted local community groups are underway planning an eco-fair for the town on the weekend of 2nd October. WTC to work in conjunction with the group to provide facilities and funding of the event.

Spring Clean – It was noted WTC annual spring clean was organised for the 28th May at 11am.

The Big Riverside Clean-up – It was noted the Big Riverside Clean-up was to be held on the 22nd May on the banks of the river wharfe at the bridge, in Boston Spa.

Green Jumper Day – It was noted Green Jumper Day is 20th November with the aim of turning down the thermostat by one degree.

8. NEXT MEETING

It was **AGREED** the group would meet on the 20th July at 7pm. Venue TBC.

The meeting concluded at 8.30PM

APPENDIX 9
MINUTES OF A MEETING OF THE MEMBERS OF THE
CLIMATE EMERGENCY WORKING GROUP

Date: **Tuesday 20 July 2021**
Time: **7.00 pm**
Location: **Micklethwaite Room, Wetherby Town Hall, Wetherby, LS22 6NE Present:**
Councillor Connor Mulhall (Chair)
Councillor David Frame
Councillor Galan Moss
Councillor Norma Harrington (Non-Voting)
Linda Richards (Leeds City Councillor- Non Voting)
Adrian Balcombe
Ingrid Mclaughlin
Kazia Knight
Brian Taylor

FROM 7PM: Adrian Balcombe presented 'close the loop' initiative which is being promoted throughout the town
.

1. WELCOME
Councillor Connor Mulhall welcomed the attendees to the meeting.

2. APOLOGIES FOR ABSENCE
Apologies were received from Councillor Hawkins and Barry Riley.

3. DECLARATIONS OF INTEREST FROM TOWN COUNCILLORS
There were no declarations from Town Councillors

4. STRUCTURE OF GROUP
It was **AGREED** Brian Taylor and Kazia Knight would join the Eco-Initiatives Sub group in the run up to the Eco Fair and would be in contact to organise a subgroup meeting.

It was **AGREED** the group would continue to search for replacement members (Tree Planting and Education).

5. REVIEW OF ACTION PLAN

Eco Initiatives

It was **NOTED** work is underway to organise a local Eco fair for the town. The date is 2nd October 2021, 10am – 4pm.

Sub-Group members thanked the Town Council for the grant funding of £250 to support the advertising and Banners for the event.

It was **NOTED** the organising committee of the fair will be in contact with the local business association for business participation and support.

It was **NOTED** St James' Church have sourced a 'Green Architect' to help green the town and the church estate. It was **AGREED** Brian would send the email which outlined the plan for the church.

Waste Management

It was **NOTED** the subgroup continue to promote the 'Close the Loop' Scheme.

It was **AGREED** businesses would be invited to another presentation at the September Climate Meeting.

It was **AGREED** Councillor Mulhall and Adrian would contact the Wetherby Business Asscociation to help promote the scheme.

It was **AGREED** the new Terracycle scheme would be promoted via the Wetherby News. Councillor Mulhall would create and send the article to the Wetherby News.

It was **NOTED** promotion of recycling and the teracycle scheme had been shared with local schools. Adrian had contacted all local schools, and noted there was a low response rate.

It was **AGREED** Ingrid and David would send the school contacts to Adrian.

Planning and Development

It was **NOTED** there was no update in relation to the Swinnow Park Development on Racecourse Approach.

Schools and Education

It was **AGREED** any schemes and news would be fed to Councillor Frame to pass onto local schools.

Tree Planting

It was **NOTED** planning permission had been granted by full council for Walton Road tree planting.

It was **AGREED** Councillor Mulhall would order tree saplings and any spare would be donated to local land owners who are keen to plant trees.

It was **NOTED** the tubex tree guards would have to be removed between Wetherby and Boston Spa.

It was **AGREED** Adrian would be in contact with a local firm to organise the trial removal of items.

6. ITEMS FOR INFORMATION

It was **NOTED** a provisional date for the next litter pick would be 20th November, which would coincide with the tubex collection scheme. This was to be confirmed at the next meeting.

7. NEXT MEETING

It was **AGREED** the next meeting would be 22nd September, 7.00PM.

The meeting concluded at 8.15PM

APPENDIX 10
MINUTES OF A MEETING OF THE BONFIRE WORKING GROUP

Date: **Wednesday 30 June 2021**
Time: **7pm**
Location: **Online at Zoom Video Communications**
https://us02web.zoom.us/j/81788350806?pwd=VzBNVkR6VHFvS1RITE0yNjlpVzQvQT09
Meeting ID: 817 8835 0806
Passcode: 544674

Present Cllr Galan Moss
Simon Donkin
Claire Stubbs
Project Administrator; Barry Riley
Town Clerk; Iona Taylor

1. Welcome.
Simon Donkin and Claire Stubbs were thanked for being in attendance, the Town Council were grateful for their experience and commitment to assist with organising the event.
It was noted however that Town Councillor attendance was disappointing despite having had a unanimous vote to take on the organisation of the bonfire and fireworks.

2. Apologies received.
Cllr Sam Bennett
Cllr Harry Chapman
Representative of Wetherby Sports Association

3. To receive any declarations of interests from Town Councillors
There were no declarations.

4. To discuss the structure of the group
It was agreed that Simon Donkin would Chair the meetings.
The Clerk commented that as it was a Working Party, it was able to conduct meetings in a less formal way than Town Council meetings, so it was agreed that the use of Zoom Communication would continue.
It was noted that that there were restrictions regarding some decisions the Working Party were able to make, i.e. financial and that such decisions would need to be presented to the Town Council for approval.
Following discussion, it was agreed that meetings would take place on the first Monday of the month, the Project Administrator would prepare a draft set of minutes for the Clerk by the Wednesday following, to assist with any decision required from the Town Council.
There was an already established contact procedure concerning the provision of services and obtaining permissions for the event, this would continue going forward.

5. Use of Personal email addresses
Due to GDPR (General Data [Protection Regulations), it would be necessary for the Town Council to formally seek the permission of any volunteer (or non-Councillor members), attending the Working Party, so that they could continue to receive and share emails from the Town Councillors and its Officers. Further consideration would be given to establishing a dedicated contact address.

6. Establish work methods/procedures

There is an existing Event Management Plan from previous years, it will be forwarded to the Clerk and Project Administrator to be checked for compliance with Town Council procedures such as Contractor Approval questionnaires and supporting documentation.as well as updating named contacts etc.

7. Decision making process

(see minute 4.).

8. Initial event proposals / development of event management plan.

The aim of the event was to provide family friendly entertainment which was affordable and accessible to all.
It was agreed that the event would take place on Saturday 06 November 2021.
The use of experienced volunteers to continue to assist with the event would be required. Confirmation would be sought that they would be afforded insurance cover whilst engaged on behalf of the Town Council.
It was confirmed that the Town Council did not have a budget for the event, but an assurance had been given by Ward Councillors to underwrite the cost of the first year, comment was made that a donation had been offered towards the cost of the fireworks.
The adherence to any Climate Emergency considerations would need to be established, such as the use of recyclable plastic cups and wood products for the bonfire
Development of Event Management Plan (see minute 6.).

9. Items for inclusion at the next meeting

Ticket prices.
Advertising flyers
Sponsorship
Concessions.
Review Event Management Plan.
Consider alternative suppliers,
Invite the provider of the P.A System to the next meeting.

10. Date of next meeting

Following an earlier agreement (see minute 4.), the next meeting would therefore be 02 August 2021 at 7pm.

The meeting concluded at 8.05 pm.

APPENDIX 10
MINUTES OF A MEETING OF THE BONFIRE WORKING GROUP

Date: **Monday 02 August 2021**
Time: **7pm**
Location: **Online at Zoom Video Communications**
https://us02web.zoom.us/j/85964121455?pwd=YnB3cVJxeCsvTW5WYjU0cnZHcGhHUT09
Meeting ID: 859 6412 1455
Passcode: 314672

Present Simon Donkin (Chair)
Cllr Harry Chapman
Cllr Victor Hawkins
Cllr Galan Moss
Cllr Paul Rowden
Project Administrator; Barry Riley.
Town Clerk; Iona Taylor for part of the meeting.
Representative from Tempo FM for part of the meeting.

5. **Welcome.**
Simon Donkin welcomed all in attendance.

6. **To receive apologies.**
Cllr David Frame.
Claire Stubbs.
Representative of Wetherby Sports Association.
Representative of Rotary Club.

7. **To receive any declarations of interests from Town Councillors**
There were no declarations**.**

8. **Leeds CC Parks & Countryside** –
The Project Administrator had received an update from Claire Stubbs, who was liaising with the Carnival and Events Management at Leeds CC, regarding permission to hold the event. At present there were waiting on Leeds CC Legal Team to confirm what the realities of the Government advise on COVID pass will be and, how it will be determined which events will require it.
Further discussion about whether the event would take place or not (the Project Administrator would seek the assistance of the Ward Councillors to ascertain a decision as soon as possible), raised questions concerning the likely attendance, Town Councillors stated that they had received positive feedback about this.
Confirmation was sought whether this should be a day or evening event, but it was considered that it should remain an evening event for this year and also continue under previous operating procedures and, given it was under the Management of Wetherby Town Council for the first time

9. **Review of Event Management Plan.**
The Project Administrator informed all present that he and the Town Clerk had reviewed the existing document and had begun preparation on an updated version, progress would be made following the completion of the 'Question and Answer' document.

10. **Question and Answer session** – see correspondence circulated
It was agreed that Simon Donkin would need to complete a review of this document in the first instance, which would enable others to then contribute.

11. To discuss and agree the following;

Ticket Prices – To remain the same as previous £5.00 to admit 1 Adult / 2 Children.
Further discussion could be given to other combinations, but adherence to previous operating procedures (see Minute 4.), was considered relevant.

Advertising Flyers - The previous supplier was considered a suitable choice, a discussion concerning adding those sponsoring the event to the flyer, would take place at the next meeting.

Publicity/Promotion – Banners would be produced as previous and be placed around the Town; at the Garden of Rest, Bridgefoot Gardens and the Town Hall, if possible, one would be placed on the Walton Road roundabout.
Tempo FM would provide information on its 'Local Events', web page.
Cllr Galan Moss suggested contacting the local Schools to also promote the event.

Sponsorship - Claire Stubbs would be asked to make enquiries with previous businesses and Town Councillors were asked to contact any other potential sponsors.

Concessions – Having considered the various options detailed in the agenda, the provision of children's rides and food were a definitive requirement**,** however only two or three traders would be required, to enable them to trade profitably in the small amount of time the event operated. As the other invited concession provider had not attended, an approach would be made to 'The Big Red Oven', concerning this, it was expected that an approximate 20% of revenue from the sales would be received.

12. Provision of the Public Address System

Truesounds Ltd of Harrogate were a reputable company who had previously provided this service, following discussion, it was recommended they be used again.

13. Items for inclusion at the next meeting

The representative from Tempo FM asked not to be invited to further meetings as he considered there was nothing further for him to contribute (see minute 7 Publicity/Promotion), but asked that he be kept informed by receiving a copy of the minutes.

14. Date of next meeting

The next meeting would be held on 06 September 2021 at 7pm.

The meeting concluded at 8.03 pm.