



WETHERBY TOWN COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT 7PM ON TUESDAY 9TH JANUARY 2024 IN WETHERBY TOWN HALL, MARKET PLACE, WETHERBY

Present: **North Ward** Cllr B Ager-Mills
 Cllr H Chapman
 Cllr N Harrington
 Cllr C Mulhall (Deputy Mayor)
 Cllr N O'Byrne

West Ward Cllr D Buckle
 Cllr D Frame
 Cllr G Moss

East Ward Cllr P Bradley
 Cllr K Knight
 Cllr S Newcombe

In Attendance: Iona Taylor (Town Clerk)
 1 member of the public (for item 171 23-24 only).
 2 members of the public (throughout meeting).

In the absence of Councillor Payne, Councillor Mulhall chaired this meeting.

171 23-24 Questions or comments from members of the public.

Two members of the public raised questions / issues relating to the following topics:

- Concerns about the air quality in Wetherby, caused by smoke from real fires and idling vehicles.
- Funding for Grange Park Sports Club.
- The Council's use and allocation of CIL funding.

172 23-24 Reports from Ward Councillors

Councillor Harrington reminded everyone present of the need to respond to Leeds City Council's current consultation on introducing parking charges to Wetherby.

173 23-24 Declarations of interests and requests for dispensations.

Councillor Knight declared a non-pecuniary interest in item 187 23-24a (Drovers Day 2024) as she is one of the event organisers.

Councillor Newcombe also declared a non-pecuniary interest in item 187 23-24a as he a member of Wetherby & District Lions Club CIO who are one of the organisations arranging the event.

174 23-24 Apologies.

Following a proposal by Councillor Bradley, seconded by Councillor Harrington, it was **RESOLVED** by a unanimous show of hands to accept apologies and approve the reasons for absence from Councillors Lavocah, Payne and Riddell.

Apologies had also been received from Ward Councillor Penny Stables.

175 23-24 Minutes of the last meeting.

Following a proposal by Councillor Chapman, seconded by Councillor O'Byrne, it was **RESOLVED** by a unanimous show of hands that the minutes of the last meeting, held on 12th December 2023, be approved and signed as a true record by the Deputy Mayor.

176 23-24 **Matters arising from the minutes** – none.

177 23-24 **Financial Reports**

a) Payments.

Following a proposal by Councillor Newcombe, seconded by Councillor Bradley, it was **RESOLVED** by a unanimous show of hands that the list of 39 payments, totalling £38,604.99, as detailed in appendix 1 on page 3713 be approved.

b) 2024/25 Budget

The Clerk reported that progress is being made on drawing up the 2024/25 budget with quotes having been sought from suppliers and feedback received from committees. It is proposed that the draft budget will be proposed at the next monthly meeting of the council, with a briefing for Members held prior to this.

178 23-24 **Budgets & Governance Committee**

It was **AGREED** that the previously approved minutes of the following meetings be received by the council:

- a) 4th October 2023 – appendix 2, from page 3714.
- b) 10th October 2023 – appendix 3, from page 3715.
- c) 14th November 2023 – appendix 4, from page 3716.
- d) 12th December 2023 – appendix 5, from page 3717.

179 23-24 **Planning & Development**

a) Planning Committee Meeting

It was **AGREED** that the previously approved minutes of the meeting of the Planning Committee be received by the council. The minutes can be found as appendix 6, from page 3718.

b) 23/07190/FU | Erection of 130 dwellings with associated public open space, landscaping and infrastructure works and creation of access via Racecourse Approach | Sandbeck Lane At Swinnow Park Wetherby.

It was **NOTED** that this planning application had been considered by the Planning Committee on 18th December 2023.

It had been resolved that there are no objections to the following application 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.

Members had commented that they hope to continue working with the same building principles that Taylor Wimpey have created based on the community workshops / forums inputting into the designs of the homes.

It was noted that 35% of the homes built will be affordable.

c) ZC23/04309/FULMAJ | The construction and operation of ground-mounted solar farm with a generation capacity of 7MW together with associated infrastructure and landscaping. | Moto Wetherby Motorway Service Area Kirk Deighton Wetherby North Yorkshire LS22 5GT

Following a proposal by Councillor O'Byrne, seconded by Councillor Newcombe, it was **RESOLVED** by a unanimous show of hands that responding to the consultation on this application be delegated to the planning committee.

Members of the planning committee were asked to take in to account local concerns about the fire hazard posed by electricity storage in batteries.

- 180 23-24 Markets Committee**
Following a proposal by Councillor Bradley, seconded by Councillor Moss, it was **RESOLVED** that the minutes of the following inquorate meetings be approved as a true record:
a) 6th November 2023 – appendix 7, page 3720.
b) 4th December 2023 – appendix 8, page 3721.
- 181 23-24 Town Hall Management Committee**
Following a proposal by Councillor Moss, seconded by Councillor Chapman, it was **RESOLVED** by a unanimous show of hands that the minutes of the meeting held on 4th December 2023 be approved by committee members and received by council. The minutes can be found as appendix 9 from page 3722.
- 182 23-24 Welcome to Wetherby**
Following a proposal by Councillor Harrington, seconded by Councillor Buckle, it was **RESOLVED** by a unanimous show of hands that the minutes of the inquorate meeting held on 18th December 2023 be approved by committee members and received by council. The minutes can be found as appendix 10 from page 3725.
- 183 23-24 Vacancy on Town Council**
The Notice of Election was **RECEIVED** from Leeds City Council, detailing the timetable for filling the current vacancy on the council, culminating in a possible poll on 8th February 2024.

It was confirmed that, if the poll goes ahead then the cost of the election, to be borne by Wetherby Town Council, will be in the region of £10,917.16.
- 184 23-24 Jubilee Award 2023**
The meeting **RECEIVED AND CONSIDERED** a report on the successful 2023 competition which had been won by Amelia Irwin who had raised over £1,100 for St. Gemma's Hospice by selling homemade cakes, jewellery and hot chocolate from her driveway.

A record 21 entries had been received, testament to the galvanising efforts of Councillor Buckle and the Communications & Events Officer.

Councillor Mulhall commented that it is pleasing to see the amount of good work being done by young people in the Wetherby community.
- 185 23-24 Highways**
It was **NOTED** that a road safety group meeting had not taken place in January due to the proximity of the first Tuesday to New Year's Day.
- 186 23-24 Police Matters**
It was **NOTED** that a Police & Communities Together meeting had not taken place in January due to the proximity of the first Tuesday to New Year's Day. Crime statistics have not been received for December 2023.

187 23-24

Correspondence

The Clerk **REPORTED** on items received, including:

a) Drovers Day 2024

A letter was **RECEIVED** from the joint organisers of the Drovers Day Marching Brass Band Competition (Wetherby District Lions Club CIO and Wetherby Riverside Bandstand Trust).

The date of the 2024 event will be Sunday 9th June 2024. Some changes will be made to the format of the event, taking account of feedback from the inaugural competition in 2023.

Funding for the event is required and the organisers have been directed to the council's Small Grants Scheme.

b) WiSE Words – 20th Anniversary Edition

A newsletter celebrating the 20th Anniversary of Wetherby in Support of the Elderly was **RECEIVED AND CONSIDERED**.

Following a proposal by Councillor O'Byrne, seconded by Councillor Chapman, it was **RESOLVED** that the council's congratulations on the charity's excellent work be sent to them.

188 23-24

Next meetings.

a) 2024 Schedule of Meetings.

The schedule of committee and council meetings for 2024 was **RECEIVED AND NOTED**.

b) Full Council meeting.

The next meeting of Wetherby Town Council was confirmed as being on 13th February 2024 at 7pm in Wetherby Town Hall.

c) Items for the next meeting.

Items to be included on the agenda of the next meeting should be sent to the Clerk by 5th February 2024.

The meeting closed at 7.47pm.

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

SIGNED: (Chair)

DATE:



APPENDIX 1 LIST OF PAYMENTS

Date	Payee	Purpose	Amount
15/12/2023	PCM	IT Support	£202.80
15/12/2023	Business Stream	Water - Cemetery	£16.40
27/12/2023	Vodafone	Mobile Phone Contracts	£190.90
29/12/2023	Deep Blue Networks Ltd	Telecoms Contract	£93.17
29/12/2023	Document Solutions	Print Contract	£48.60
29/10/2023	Unity Trust Bank	Manual Credit - Handling Charge	£0.60
31/12/2023	Unity Trust Bank	Service Charge	£54.30
02/01/2024	Leeds City Council	Rates - York Road	£477.00
02/01/2024	Leeds City Council	Rates - Cemetery	£283.00
02/01/2024	Leeds City Council	Rates - Market	£242.00
03/01/2024	Business Stream	Water - Garden of Rest	£31.41
04/01/2024	O2	Mobile Phone Contract (Clerk)	£37.07
04/01/2024	Grenkeleasing Ltd	Printer Equipment Protection 2024	£110.00
04/01/2024	Grenkeleasing Ltd	Printer Lease Contract	£204.01
10/01/2024	ELAS	H&S & HR Support Contract	£300.00
10/01/2024	J. Hudson	Stall Erection - December	£1,400.00
10/01/2024	UK Transcription Ltd	Transcription Services - Investigation Meeting	£96.60
10/01/2024	JC Electrical	Memorial Lights	£300.00
10/01/2024	Fen Regis Trophies Ltd	Jubilee Award Supplies	£34.95
10/01/2024	Screwfix	Warning Triangle & First Aid Kit	£21.98
10/01/2024	ERNLLCA	Playground Inspection Training - B Cohen	£270.00
10/01/2024	PCR Plumbers Ltd	Cemetery Tap Installation	£217.48
10/01/2024	Touchwood	Tools & Consumables	£71.40
10/01/2024	Pullan Landscape etc	Grounds Maintenance	£865.68
10/01/2024	A Fenton	Refund for Duplicate Payment of Ashes Invoice	£84.00
10/01/2024	Montwhelan Limited	York Road Depot Rental	£3,000.00
10/01/2024	Wetherby Town Hall - CIO	Meeting Room Hire 12.12.2023	£22.50
10/01/2024	Synergy Business Support	Bookkeeping Services - December	£682.10
10/01/2024	Farm & Land Services	6615, Grounds Maintenance & Waste Collection	£644.40
10/01/2024	Farm & Land Services	6613, Cemetery Maintenance	£321.60
10/01/2024	Farm & Land Services	6614, Tree Work	£2,569.20
10/01/2024	Viking Office Uk Limited	Ink Cartridges	£93.65
10/01/2024	B. Cohen Expenses	Mileage & Tolls - Playground Inspection Course	£61.50
10/01/2024	I. Taylor Expenses	Greetings Cards	£2.25
10/01/2024	A. Waterfield Expenses	Awards Supplies, Tea & Postage	£60.04
10/01/2024	Prudential	Pension Contributions	£10.00
10/01/2024	West Yorkshire Pension Fund	Pension Contributions	£3,715.97
10/01/2024	HMRC	NI and PAYE - January 2024	£5,486.43
10/01/2024	Staff Salaries	Salaries - January 2024	£16,282.00
TOTAL			£38,604.99



APPENDIX 2

MINUTES OF A MEETING OF THE BUDGETS & GOVERNANCE COMMITTEE

Date: Wednesday 4th October 2023
Time: 6pm
Location: Micklethwaite Room, Wetherby Town Hall

Present: Councillors Connor Mulhall, Stuart Newcombe (Chair), Neil O'Byrne and Dawn Payne (Mayor of Wetherby).

In attendance: Iona Taylor, Town Clerk and RFO

1. **Apologies** – none.

2. **Declarations of interest in items on the agenda and requests for dispensations** – none.

3. **Minutes of the last meeting.**

Following a proposal by Councillor O'Byrne, seconded by Councillor Payne, it was **RESOLVED** that the minutes of the last Budgets & Governance Committee meeting held on 12th September 2023 be approved as a true record.

4. **2023/24 Financial Year**

4.1 Income & Expenditure

The detailed income and expenditure report, showing progress against the approved budget for the 2023/24 period, was **RECEIVED AND CONSIDERED**.

4.2 Budget Virements

It was **RESOLVED** that the following virements be made:

- i. £1,000 to top up the Small Grants Scheme fund for the current year from the increased bank interest received during the financial year.
- ii. £500 to cover the cost of uniforms and workwear for new members of staff, from underspends on staffing costs during the year.
- iii. £1,000 to cover the cost of staff training, from underspends on staffing costs during the year.

5. **2024/25 Budget**

5.1 Precept Timetable

The timetable for precept setting, issued by Leeds City Council, was **RECEIVED AND NOTED**.

5.2 Wetherby Town Council 24/25 Budget.

It was **AGREED** that the Budget & Governance committee invites each committee of the council to review performance against budget relevant to their area of work in the year to date and to submit proposals for budgets / changes to existing allocation, with rationale, for the 24/25 period.

The Budget & Governance committee will then work to put together a draft proposal for the council's overall 24/25 financial year.

The Budget & Governance committee then proposes to hold a briefing of all Councillors on the draft budget prior to presentation and expected ratification at a Full Council meeting.

6. **Next meeting.**

The next meeting of the Budget & Governance Committee was confirmed as being at 5.30pm on Tuesday 10th October 2023.

The meeting closed at 7.05pm.

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



APPENDIX 3

MINUTES OF A MEETING OF THE BUDGETS & GOVERNANCE COMMITTEE

Date: Tuesday 10th October 2023
Time: 5.41pm
Location: Town Council Offices, Wetherby Town Hall

Present: Councillor Connor Mulhall, Stuart Newcombe (Chair) and Neil O'Byrne

In attendance: Iona Taylor, Town Clerk and RFO
Rowann Fitzpatrick, Assistant Clerk

1. Apologies.

It was **RESOLVED** that apologies be received, and reasons for absence accepted, from Councillor Payne.

2. Declarations of interest in items on the agenda and requests for dispensations – none.

3. Town Council payments to be made.

Supporting information for the following sample of payments was reviewed by Members:

- 3.1 £8.78 – Opus Energy Ltd – Cemetery Electricity
- 3.2 £528.00 – Leeds City Council – Pest Control Contract, Scaur Bank
- 3.3 £594.00 – Leeds City Council – Pest Control Contract, Bridgefoot Gardens
- 3.4 £6,044.00 – Lime Mortar Restorations – Church on the Corner Repointing
- 3.5 £16.32 – Primary Teaching Services – Councillor ID Cards.

4. Town Council bank reconciliations.

Members checked bank reconciliations to 31st August 2023 against bank statements for the following accounts:

- 4.1 Unity Trust Current a/c ****7706 - £63,932.77
- 4.2 Unity Trust Deposit a/c ****7719 - £562,708.18

The meeting closed at 6.15pm

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



APPENDIX 4

MINUTES OF A MEETING OF THE BUDGETS & GOVERNANCE COMMITTEE

Date: Tuesday 14th November 2023
Time: 5.44pm
Location: Town Council Offices, Wetherby Town Hall

Present: Councillors Connor Mulhall, Neil O'Byrne and Dawn Payne

In attendance: Iona Taylor, Town Clerk and RFO

*In the absence of Councillor Newcombe, it was **RESOLVED** that Councillor Mulhall should chair the meeting.*

7. Apologies.

It was **RESOLVED** that apologies be received, and reasons for absence accepted, from Councillor Newcombe.

8. Declarations of interest in items on the agenda and requests for dispensations – none.

9. Town Council payments to be made.

Supporting information for the following sample of payments was reviewed by Members:

- 3.1 £11,395.59 – Public Works Loan Board – Town Hall Loan Repayment Instalment
- 3.2 £8.06 – Opus Energy Ltd – Cemetery Electricity
- 3.3 £108.60 – Farm & Land Services Ltd – Grasscutting, Football Pitches
- 3.4 £29.00 – Morley Town Council – Mayoress at Home at Christmas Tickets
- 3.5 £180.17 – Class Office Supplies – Paper & Diary
- 3.6 £7.50 – Morrisons (Paid to S.Cohen) – Van Tyre Sealant
- 3.7 £27.54 – Shaw & Sons Ltd (Paid to M. Holmes) – Burial Receipts Book
- 3.8 £98.07 – Morrisons & ALDI (Paid to A. Waterfield) – Remembrance Refreshments

The meeting closed at 6.23pm.

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



APPENDIX 5

MINUTES OF A MEETING OF THE BUDGETS & GOVERNANCE COMMITTEE

Date: Tuesday 12th December 2023
Time: 5.30pm
Location: Town Council Offices, Wetherby Town Hall

Present: Councillors Connor Mulhall and Neil O'Byrne

In attendance: Iona Taylor, Town Clerk and RFO

*In the absence of Councillor Newcombe, it was **RESOLVED** that Councillor Mulhall should chair the meeting.*

10. Apologies.

It was **RESOLVED** that apologies be received, and reasons for absence accepted, from Councillors Newcombe and Payne.

11. Declarations of interest in items on the agenda and requests for dispensations – none.

12. Town Council payments to be made.

Supporting information for the following sample of payments was reviewed by Members:

- 3.1 £12.15 – Screwfix – Work Gloves
- 3.2 £1,284.00 – AV Matrix Ltd – PA System, Remembrance Sunday
- 3.3 £7.20 – Write, Design & Print Ltd – Jubilee Award Posters
- 3.4 £717.60 – Farm & Land Services Ltd - 6597, Grounds Maintenance & Waste Collection
- 3.5 £75.76 – I. Taylor – Travel & Consultation Expenses
- 3.6 £162.00 – Cllr D.Payne – Travel & Car Park Expenses
- 3.7 £9,011.08 – HM Revenue & Customs - NI and PAYE - December 2023

The meeting closed at 6.08pm

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



APPENDIX 6

MINUTES OF A MEETING OF THE PLANNING COMMITTEE

Date: Monday 18th December 2023
Time: 4.30pm
Location: Micklethwaite Room, Wetherby Town Hall, Market Place, Wetherby, LS22 6NE.

Present: Councillor Bradley
Councillor Chapman
Councillor Moss
Councillor Mulhall (Chair)
Councillor Payne

In attendance: Iona Taylor, Town Clerk.
Rowann Fitzpatrick, Assistant Clerk.

MINUTES

1. **Apologies** – None.
Local Government Act 1972, s 85 (3)
It was **RESOLVED** that apologies be received and reasons for absence accepted from Councillor Ager – Mills.
2. **Declarations of interests and requests for dispensations** – None.
Localism Act 2011, s 31
Members' Code of Conduct, para. 13-18, 19-20
3. **Public Participation** – None.
Public bodies (Admission to Meetings) Act 1960, s 1 (3)
4. **Minutes.**
Local Government Act 1972, Sch 12, para. 41(1)
The minutes from the Planning Committee meeting held on *Monday 4th December 2023* were **RECEIVED**.
5. **Consultations on planning applications.**
Town and Country Planning Act 1990, Sch.1, para. 8
It was **RESOLVED** 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.
 - 5.1. 23/07188/RM/NE | Reserved matters application for access, appearance, landscaping, layout and scale for the erection of two dwellings pursuant to planning permission 21/06846/OT | Land Off Sandbeck Lane Wetherby

5.2. 23/07190/FU/NE | Erection of 130 dwellings with associated public open space, landscaping and infrastructure works and creation of access via Racecourse Approach | Sandbeck Lane At Swinnow Park Wetherby

It was **NOTED** that a public consultation was held for the above application by Johnson Mowat on behalf of Persimmon Homes in Wetherby Town Hall on *Thursday 9th November 2023*. Members commented that they hope to continue working with the same building principles that Taylor Wimpey have created based on the community workshops / forums inputting into the designs of the homes.

5.3. 23/07324/FU/NE | Single storey side extension, two storey rear extension, and dormer window to front elevation | 17 Wentworth Gate Wetherby LS22 6XD

5.4. Applications received for consideration since *Wednesday 13th December 2023*.

5.4.1. 23/07455/FU | New dormer windows front/rear; new bay window to first floor front; flat roof replacing pitched roof to first floor rear and garage conversion to habitable room space | 7 Northgates Wetherby LS22 6NX

6. To receive other planning applications.

The Committee **RECEIVED AND NOTED** the planning applications below:

6.1. 23/07269/CLP | Certificate of Proposed Lawful Development for a single storey extension to the side | 5 Glebe Field Drive Wetherby LS22 6WF

7. Updates from the planning authorities.

The information in the Planning Log, including any updates, appeals, and enforcement investigations from the planning authorities since the last meeting, were duly noted.

8. Items for information.

8.1. ZC23/03824/SCREEN | EIA Screening Opinion for a proposed HGV parking extension along with new EVC parking spaces to replace the existing HGV parking spaces | Moto Wetherby Motorway Service Area Kirk Deighton Wetherby North Yorkshire LS22 5GT

It was duly noted that planning application ZC23/03824/SCREEN has been decided as requiring an environmental impact assessment. One of the three items the Planning Committee requested in the initial proposal (*Minute 8.1, 20.11.23*).

6 Next meeting.

The next meeting of the Planning Committee will take place on *Monday 8th January 2024* at 4.30pm in the Wetherby Town Hall.

The meeting closed at 4.46pm.

Theses minutes were recorded and prepared by Rowann Fitzpatrick, Assistant Clerk.



APPENDIX 7

MINUTES OF A MEETING OF THE MARKETS COMMITTEE

Date: Monday 6th November 2023
Time: 7.00 pm
Location: Wetherby Methodist Church, Bank Street, Wetherby, LS22 6LP

Present: None

In attendance: Iona Taylor, Clerk
Rowann Fitzpatrick, Assistant Clerk

MINUTES

1. **Apologies.**

Local Government Act 1972, s 85 (3)

The Markets Committee meeting at 7pm on Monday 6th November 2023 was inquorate and cancelled.

The meeting closed at 7:01pm.

These minutes were recorded and prepared by Rowann Fitzpatrick, Assistant Clerk.



APPENDIX 8

MINUTES OF A MEETING OF THE MARKETS COMMITTEE

Date: Monday 4th December 2023
Time: 7.00 pm
Location: Wetherby Town Hall, Market Place, Wetherby, LS22 6NE

Present: None

In attendance: Iona Taylor, Clerk
Rowann Fitzpatrick, Assistant Clerk

MINUTES

2. Apologies.

Local Government Act 1972, s 85 (3)

The Markets Committee meeting at 7pm on Monday 4th December 2023 was inquorate and cancelled.

The meeting closed at 7:01pm.

These minutes were recorded and prepared by Rowann Fitzpatrick, Assistant Clerk.



APPENDIX 9

MINUTES OF A MEETING OF THE TOWN HALL MANAGEMENT COMMITTEE

Date: Monday 4th December 2023
Time: 5.30 pm
Location: Micklethwaite Room, Wetherby Town Hall, Market Place, Wetherby, LS22 6NE

Present: Councillor Chapman
Councillor Moss (Chair)
Councillor Payne (Mayor of Wetherby)

In attendance: Iona Taylor, Clerk
Rowann Fitzpatrick, Assistant Clerk

MINUTES

3. **Apologies.**

Local Government Act 1972, s 85 (3)

It was **RESOLVED** that apologies be received and reasons for absence accepted from Councillor Bradley and Councillor Newcombe.

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

Localism Act 2011, s 31

Members' Code of Conduct, para. 13-18, 19-20

5. **Public Participation** - None.

Public bodies (Admission to Meetings) Act 1960, s1 (3)

6. **Minutes.**

Local Government Act 1972, Sch 12, para. 41 (1)

6.1 The minutes of the Town Hall Management Committee meeting held on *Monday 6th November 2023*, were **RECEIVED**.

6.2 The minutes of the Town Hall Management Committee meeting held on *Monday 16th November 2023*, were **APPROVED**.

7. **Matters arising from the last meeting.**

7.1 **Disabled toilet facility.**

The Committee was informed that the current bin in the disabled access toilets was stoma friendly. No further action is required on the provision of stoma friendly bins.

The Facilities Manager to update on the provision of mirror, hooks, and other ancillary items in due course.

8. Facilities Management report.

8.1 **Inspection Report.**

The meeting received a current printout from the Facilities Manager's planned preventative maintenance tracker (PPM).

It was **AGREED** that a more detailed report is required and that the chair of this committee should write to the Facilities Manager to detail the issues raised and suggestions made during consideration of this item.

8.2 **Roof report.**

It was noted that there are 3 leaks in the Town Hall's roof: 2 relating to the gutters and 1 in the Town Hall's back stairwell.

The meeting considered two proposals in a report from the Facilities Manager's, putting forward recommendations for the roof repair: hiring a mobile elevated work platform (MEWP) from which the facilities caretaker would undertake the repairs or hiring a roof contractor.

It was **AGREED** that the second recommendation be implemented: a turnkey solution whereby the contractor undertakes all aspects of the working including risk assessments, permits, and liability for the repairs being covered for a 12-month period.

The committee confirmed roof repairs as a high priority on the building's maintenance list.

9. Refurbishment Works.

9.1 **Exclusion of press and public.**

It was **AGREED** to exclude press and public for the duration of item 7.2.

9.2 **Aaron Access.**

The Committee received and considered the letter from Aaron Access dated *Monday 27th November 2023*.

Following a lengthy discussion, it was **AGREED** to accept Aaron Access's offered reduction in the quoted price of £2,940.00 subject to querying the VAT which was added post quotation.

It was **NOTED** that payment should not be made until remedial works to the Town Hall have been completed.

10. Town Hall artworks workshop.

The Committee **AGREED** to hold a Workshop for the purpose of determining the placement of Wetherby Town Hall's images and paintings which were removed during the Town Hall refurbishment. Clerk to send out a date for the workshop.

11. Energy Audit.

It was **AGREED** to defer item 9 to the next Town Hall Management Committee meeting. The date of which will be confirmed in the Full Council meeting on *Tuesday 12th December 2023*.

12. Finance.

12.1 **List of payments.**

Councillors were offered the opportunity to review invoices of payments made between *Tuesday 6th November 2023* and *Monday 4th December 2023* and declined.

12.2 **Bookings and Financials.**

The following information was **RECEIVED** and **CONSIDERED**:

12.2.1 Profit and loss accounts.

12.2.2 Income and expenditure reports.

It was queried by the Committee how this year's income and expenditure compares to the previous year's income and expenditure.
Assistant Clerk to consider.

12.2.3 Summary of bookings.

It was **NOTED** that income from Charity and Wellbeing hire categories bring total more than income from Commercial categories which is in line with the Town Hall's values.

13. Charging policy.

It was raised by Committee members whether the vote for Town Hall venue hire charges to the British Legion can be revisited. The Clerk informed Committee members that a quorum of councillors would be required to send a request asking that the decision to charge the British Legion be reconsidered at the next Town Hall Management meeting.

Clerk to draft a motion for the purposes of revisiting the charging of the British Legion.

14. Items for information.

14.1 Soup kitchen.

The Clerk received a request to open a soup kitchen on Thursdays from Dobson Wise as part of the warm spaces' initiative.

It was **AGREED** that the Clerk could further investigate provision and funding opportunities for the soup kitchen.

15. Next meeting.

The next meeting of the Town Hall Management Committee to be confirmed at the next Full Council Meeting on *Tuesday 12th December 2023*.

The meeting closed at 6:48pm.

These minutes were recorded and prepared by Rowann Fitzpatrick, Assistant Clerk.



APPENDIX 10 MINUTES OF A MEETING OF WELCOME TO WETHERBY

Date: Monday 18th December 2023.
Time: 5.30pm
Location: Wetherby Town Hall, Market Place, Wetherby, LS22 6NE.

Present: Councillor Harrington

In attendance: Helena Briden, Communications & Events Officer
Iona Taylor, Clerk
Rowann Fitzpatrick, Assistant Clerk

MINUTES

1. **Apologies.**

Local Government Act 1972, s 85 (3)

Due to the absence of the Chair, Councillor Harrington chaired the meeting.

The Welcome to Wetherby Committee meeting at 5:30pm on *Monday 18th December 2023* was inquorate and cancelled.

The meeting closed at 5:32pm.

These minutes were recorded and prepared by Rowann Fitzpatrick, Assistant Clerk.