

21-19	<p>Police matters</p> <p>a) Crime statistics The crime statistics for January 2019 were RECEIVED AND NOTED. They showed a total of 32 crimes, compared to 23 in January 2019 and 29 in January 2018.</p> <p>b) Discussion of current issues with representative of West Yorkshire Police. It was noted that, following a spate of burglaries on the Glebe Fields and Ashburn Estates, police have issued advice notes, carried out door-to-door visits and sought to obtain footage from private CCTV systems.</p>
22-19	<p>Apologies. It was RESOLVED that apologies be received, and reasons for absence approved, from Councillors Brady, Frame and Wilkinson.</p>
23-19	<p>Minutes of the last meeting. It was RESOLVED that the minutes of the last Town Council meeting held on 8th January 2019 be approved and signed by the Mayor as a true record.</p>
24-19	<p>Matters arising.</p> <p>a) Parking Charges Proposals. It was NOTED that proposals to charge for the use of the Wilderness Car Park have been withdrawn by Leeds City Council.</p> <p>b) Public wi-fi network. The Clerk reported that the date for the launch of the network has been postponed until 7th March 2019 due to technical issues with the service.</p>
25-19	<p>Planning Committee</p> <p>a) Meeting held on 4th February 2019. It was AGREED that the minutes of this meeting of the Planning Committee be approved by Committee Members and received and accepted by the Council. The minutes can be found as appendix 1 on page 2787.</p> <p>b) 17/05137/FU Erection of nine houses, laying out of access road with ancillary car parking and landscaping; demolition of existing bungalow and outbuildings Welburn Cottage Deighton Road Wetherby LS22 7QF. It was AGREED that the following comments be submitted to Leeds City Council in respect of the above development: “Wetherby Town Council notes the revisions to the proposals for the Welburn Cottage site. Whilst still representing a significant re-development of the site, the revisions are generally considered to be an improvement. It is requested that a re-consultation be carried out with the Highways Department to ensure that the proposals, particularly in relation to the visibility splay, meet relevant technical requirements.”</p>
26-19	<p>Planning and Development</p> <p>a) Leeds Site Allocations Plan Following the examination in public hearings, the Inspectors have identified that there is a need for proposed Main Modifications in order to ensure that the Leeds Site Allocations Plan is legally compliant and sound. On behalf of the Inspectors, Leeds City Council is now inviting representations on whether these proposed Main Modifications are necessary to rectify the unsoundness and/or legal compliance issues that have already been identified to make the Plan sound.</p>

	<p>It was AGREED that the Clerk should liaise with Councillor Lamb to formulate and submit a response on behalf of Wetherby Town Council, objecting to the proposed Main Modification which would see the Parlington site allocation removed from the Plan. It will be stated that this would lead to increased pressure to develop the site off Racecourse Approach, to the East of Wetherby, which had previously been found to be unsuitable for development by planning officers.</p> <p>It will be suggested that the site allocations for the whole of the Outer North East Area should be reviewed, not just the site at Parlington.</p> <p>b) Harrogate District Community Infrastructure Levy (CIL): Draft Charging Schedule Consultation CIL</p> <p>It was AGREED that Wetherby Town Council should respond to this consultation to express the view that the proposed schedule should ensure that CIL receipts benefit the community affected by development and that it should embody the duty to cooperate across Planning Authority borders.</p> <p>The Clerk will liaise with Councillor Lamb to draw up and submit a response on behalf of the Town Council.</p> <p>c) Better Wetherby Partnership.</p> <p>Councillor Lamb reported on the work of this group which is focussing on the organisation of a public meeting which will take place on 6th March 2019, 7-9pm in Wetherby Methodist Church.</p> <p>The purpose of the meeting is to raise awareness of the work of the Better Wetherby Partnership, planning issues in the town and how members of the public can get involved if they wish.</p>
<p>27-19</p>	<p>Welcome to Wetherby</p> <p>The minutes of the Group meeting held on 23rd January 2019 were RECEIVED AND ACCEPTED and can be found as appendix 2 on page 2790.</p> <p>The minutes of the Group meeting held on 6th February 2019 will be tabled at the next Full Council meeting.</p>
<p>28-19</p>	<p>World Road Cycling Championships, September 2019</p> <p>Councillors were referred to the minutes of the Welcome to Wetherby Group meeting on 23rd January 2019 (appendix 2, page 2790) which had been attended by a representative of Y2019 and Leeds City Council's Highways Department. Y2019 is the organising body of the World Road Cycling Championships in Harrogate later this year.</p> <p>The meeting had received information about the races which will pass through, and start from, Wetherby on 21st and 27th September and preliminary arrangements for a para-race start on 21st.</p> <p>The Clerk reported that she had since attended two meetings at which arrangements for 21st September had been discussed.</p> <p>Y2019 and Leeds City Council representatives had conducted a site visit to Wetherby to appraise the Town Hall and other areas in the town.</p> <p>An officer led, Local Organising Committee meeting had taken place earlier on 12th February at Leeds City Council's offices. Wetherby had been the focus of this meeting and the importance of the para-cycling start in the town and the magnitude of the event on 21st September had become apparent.</p>

	<p>Points of note from the meetings include:</p> <ul style="list-style-type: none"> • Although there will be a formal agreement in place between Y2019 and Leeds City Council it is clear that there will need to be collaborative working between all organisations, including Wetherby Town Council and Welcome to Wetherby. • It is expected that there will be a total of 240-250 para-athletes taking part in all the races, with 60-70 starting in Wetherby. • Athletes using bicycles, handcycles and tricycles will be starting from Wetherby. Athletes using tandems will start from other locations. • Leeds City Council are preparing to target significant resources at the Wetherby para-cycling start on 21st September, although it is not yet clear how much funding will be available for the organisation of local initiatives. • Y2019 remain keen to use the Cluster of Nuts car park as the teams' zone for athlete preparations. Alternative and overflow car parking would be provided. • Y2019 and Leeds City Council are planning a VIP hospitality area in and around the Town Hall, although it is hoped that this could be hosted by Wetherby Town Council, perhaps in the format of a Mayoral reception. • It is proposed that the start line and gantry would be at the Northern side of the Town Hall, leaving the Southern area free for a fan zone. It is now proposed that a stage will be erected at the front of the Town Hall, rather than using the steps, for the signing on process. <p>It was agreed that Ward Councillors and the Mayor should attend future Welcome to Wetherby meetings when arrangements for Y2019 are being discussed.</p>
<p>29-19</p>	<p>Issue Log No. 70</p> <p>a) HGVs through town centre. Leeds City Council's Director of City Development has written to acknowledge receipt of the Council's letter asking for a review of the decision not to install an HGV ban through Wetherby Town Centre. The Head of Transportation has been asked to look in to the matter and respond to Wetherby Town Council directly.</p> <p>b) Signage to direct motorists to coach drop-off point at Cluster of Nuts car park – no progress to be reported at this time.</p> <p>c) Parking at junction of Hallfield Lane and York Road – no progress to be reported at this time.</p> <p>d) Safety at mini-roundabout near ALDI – no progress to be reported at this time.</p>
<p>30-19</p>	<p>Correspondence The Clerk reported on items received, including:</p> <p>a) Wetherby 10K Run It was NOTED that this event will take place on 1st September 2019. Councillors wished the organisers (Wetherby Runners AC) well for a successful and safe event, but noted that the Town Council cannot give permission for it to take place as it is not held on land within its ownership or control.</p> <p>b) Review of Localism Act, Transparency Codes and Model Code of Conduct. A press release from the National Association of Local Councils has been received indicating that a Parliamentary inquiry has backed calls for reforms to the current regime aimed at improving behaviour in local (parish and town) councils. It includes a recommendation to develop an updated model code of conduct. The Yorkshire Local Councils Associations will keep member councils up to date with the progress of the report's recommendations.</p>

	<p>c) Great British Spring Clean It was AGREED that the Council should, once again, hold a litter picking event in and around Wetherby Town Centre. It will take place at the start of the national campaign on Saturday 23rd March 2019, starting from Wetherby Town Hall in the morning. Further information will be sent to Councillors nearer the time.</p> <p>d) Resurfacing Road Closure – Westgate Westgate in Wetherby is in the process of having its carriageway resurfaced. It will be closed to traffic from 7pm to Midnight from 11th to 22nd February, with a diversion in place. Some aspects of the work will be carried out during the day, but this will not require the road to be closed. Traffic will be managed using two way lights between 9.30am and 3.30pm.</p>
<p>31-19</p>	<p>The Ginnel - Streetlight It was noted that the ginnel is in the ownership of Leeds City Council's Parks and Countryside Department and is a designated Public Right of Way. Councillor Wilkinson has been advised by Leeds City Council officers that there is no funding available to pay for the installation of a street light in this location but that there is support for the project if money could be identified from another source. A cost estimate of around £8,500 has been given, which would include all the necessary work and future maintenance costs. Ward Councillors Harrington, Lamb and Wilkinson have indicated that they would be willing to fund 50% of the project from their discretionary funds.</p> <p>It was RESOLVED that the Town Council should fund the remaining 50% of the costs (in the region of £4,250) from Community Infrastructure Levy (CIL) receipts held for capital projects.</p>
<p>32-19</p>	<p>Weekly Antiques Fair, Wetherby Town Hall It was noted that a weekly antiques fair has been held in Wetherby Town Hall for over 40 years and is one of the building's main sources of income. DML Antiques Fair, the most recent operator, had advised the Clerk of their intention to retire after 2nd February 2019 during a conversation just after the last Council meeting. Following an e-mail consultation with Town Councillors and after discussions with the Mayor and Chair of the Property Committee the Clerk had taken the decision for the Town Hall to operate the fair on 9th February 2019 with a view to the Trustees taking on the long-term management of the event thereafter.</p> <p>It was AGREED that the Trustees of Wetherby Town Hall should operate the weekly antiques fair on a permanent basis from 16th February 2019 and that the Markets Committee's remit should be extended to include the strategic management of the event.</p> <p>It was further AGREED that the Clerk should be given the delegated authority to manage the event until such time as a meeting of the Markets Committee can be convened to approve necessary documentation and operating procedures. This delegated authority is to include the placing of advertisements in local and relevant publications.</p>
<p>33-19</p>	<p>Privas Work Placement Councillor Bentley advised that she has been approached by a college in Privas on behalf of a student who is seeking a month long, unpaid, work placement in Wetherby during June or July 2019. The student's family will make all other arrangements (such as accommodation etc).</p> <p>It was AGREED that, subject to the necessary documentation and safeguards being implemented, a placement should be offered at Wetherby Town Council.</p>

34-19	<p><u>High Streets Fund</u></p> <p>The government is committed to helping local high streets evolve and adapt to changes in the way they are used by their communities. It wants to see thriving places created where the community feels engaged, and vibrant town centres where people live, shop, use services, and spend their leisure time.</p> <p>The Future High Streets Fund forms a central part of the Government's Plan for the High Street. It will support places by co-funding transformative, structural changes to overcome challenges in their area. £675million of funds are available.</p> <p>This first stage of the application process calls for places to come forward with Expressions of Interest by 22 March 2019 setting out their challenges and strategic approach to regenerating town centres. Applications are to be submitted by Local Authorities.</p> <p>It was AGREED that an approach should be made to the Wetherby Business Association to determine their interest in Wetherby applying to this fund. It was agreed that it should be made clear that Wetherby Town Council would require significant support, interest and resources from the Business Association and other stakeholders if it were to proceed to submit an application.</p>
35-19	<p>Reports from Councillors.</p> <p>a) Outer North East Town & Parish Council Forum Meeting</p> <p>Councillors Chapman and Harrington reported from this meeting which had taken place on 24th January 2019.</p> <p>The meeting had focussed on street cleansing issues, with Leeds City Council officers in attendance to answer questions.</p> <p>It was noted that Wetherby Town Council is fortunate to suffer from relatively low levels of dog fouling and other street cleansing issues.</p> <p>b) Mental Health Services Provision.</p> <p>Councillor Harrington reported that, in her capacity as a Ward Councillor, she had attended a recent meeting to discuss how mental health services will be delivered by the local Clinical Commissioning Group in Wetherby.</p> <p>Significant changes are proposed and a consultation process will be undertaken to explain what is being suggested and collect public feedback.</p>
36-19	<p>Financial Reports</p> <p><i>Town Council</i></p> <p>a) Payments</p> <p>It was RESOLVED that the list of 45 payments, totalling £24,064.40, as detailed in appendix 3 on page 2794 be approved.</p> <p>b) Income and expenditure.</p> <p>It was RESOLVED that the income and expenditure report to 31st January 2019 be received and approved.</p> <p><i>Town Hall</i></p> <p>c) Payments</p> <p>It was RESOLVED that the list of 15 payments, totalling £5,859.93, as detailed in appendix 4 on page 2796 be approved.</p> <p>d) Income and expenditure.</p> <p>It was RESOLVED that the income and expenditure report to 31st January 2019 be received and approved.</p>

<p>37-19</p>	<p>Budgets Committee It was agreed that the following reports from meetings of the Budgets Committee be RECEIVED AND ACCEPTED:</p> <p>a) 8th January 2019</p> <ul style="list-style-type: none"> • The meeting was attended by all committee members. • Members of the committee examined the supporting information and approved the payments to be made in accordance with the schedule dated between 13th December 2018 and 9th January 2019. • An updated draft budget for the 2019/20 period was considered. • Information on the tax base for the next financial year has now been received from Leeds City Council and the committee considered the impact of possible changes to the precept on a Band D (average property). • Leeds City Council has advised that there will be a cost of about £6,000 if all three wards are contested in the 2019 elections to the Town Council. Members thought that money had previously been put to one side to cover this cost, but this practice has not been undertaken in previous years. Consideration was given as to how to cover this worst-case scenario and to prepare for future elections. • The National Joint Council for Local Government Services (NJC) has agreed new pay scales for 2019-20 to be implemented from 1st April 2019 and these were issued on 7th December 2018. A detailed staffing budget has been prepared to support the figures in the main document and the revised pay scales are included. • Proposals for how to cover any deficit and achieve a balanced budget were discussed. <p>b) 22nd January 2019</p> <ul style="list-style-type: none"> • The meeting was attended by all committee members. • An updated draft budget for 2019/20 was considered. Final amendments to provide a balanced budget, based on a 1.99% increase in the precept were noted. • The implications of this on a 'Band D' property were considered. • It was agreed that based on the final draft version considered at this meeting, the Budgets Committee is happy to recommend the proposed 2019/20 budget for approval by the Full Council on 12th February. • In view of the discussion about the future of the F&GP Committee at the last Council meeting, the Clerk presented a revised framework and documentation for the Council's Committee system. It was noted that work is also being undertaken to review and update the Council's Standing Orders. • It was agreed that Committee members take a week to review the documentation and give feedback to the Clerk. • The documents will also be circulated to the Chairs of Committees for consideration and have been sent to the Yorkshire Local Councils Associations for them to review. • The updated terms of reference will then be circulated to all councillors and presented for consideration at the Town Council meeting in February.
<p>38-19</p>	<p>2019/20 Financial Year</p> <p>a) Budget. Proposals for the 2019/20 budget were considered and the following key points noted:</p> <ul style="list-style-type: none"> • The budget includes a 1.99%, or £14,702, increase in the precept. This will represent an increase of £1.08 on an average Band D property. • A sum of £270,150 is included as the draft precept requirement.

	<ul style="list-style-type: none"> • If all three wards are contested in the 2019 Local Council elections, then there will be a cost to Wetherby of Town Council in the region of £6,000. The Council has £5,400 of funds earmarked for this purpose. The draft 2019/20 budget includes an additional £600 for this purpose. • The budget <i>does not</i> include provision for any capital projects connected to the Council's properties (e.g. improvements to the Bath House). • Allowance has been made to re-commence putting money aside for future purchases such as a new van. • A contingency of £3,742 has been included in the Property section of the budget. Funds may be vired during the 2019/20 financial year to cover the cost of expected tree works. • Provision has been made for the purchase of lone worker protection devices. • The draft budget includes a 100% increase in the amount available to be given out as grant funding (£1,000). This has been notionally allocated as follows: £170 – sponsorship of a concert at the bandstand, £250 – Wetherby Festival, £580 – smaller grants. • Provision has been made for £1,200 of costs to help fund the Better Wetherby Partnership, to include paying for one meeting per month in Wetherby Town Hall. <p>Members expressed their thanks to the Clerk for her work in preparing the 2019/20 budget.</p> <p>After being proposed by Councillor Lamb and seconded by Councillor Knight it was unanimously RESOLVED that the budget be approved as proposed.</p> <p>b) Precept. After being proposed by Councillor Lamb and seconded by Councillor Chapman it was RESOLVED that the precept requirement for 2019/20 be set at £270,150.</p>
<p>39-19</p>	<p>Scheme of Delegation. After being proposed by Councillor Lamb and seconded by Councillor Chapman it was unanimously RESOLVED that an updated Scheme of Delegation be approved and adopted.</p>
<p>40-19</p>	<p>Committee Structure The meeting considered proposals for a revised committee structure for Wetherby Town Council, including the following changes:</p> <ul style="list-style-type: none"> • Disbanding the Town Hall Committee. • Disbanding the Mediation Committee. • Renaming the Budgets Committee as the Budget & Governance Committee. • Renaming the Grievance & Disciplinary Appeals Committee as the Appeals Committee. <p>The Council's Committees will now be as follows:</p> <ol style="list-style-type: none"> a) Appeals Committee b) Budget & Governance Committee c) Community Infrastructure Levy Advisory Committee d) Co-Option Advisory Committee e) Finance & General Purposes Committee f) Markets Committee g) Paths Partnership h) Planning Committee i) Property Committee j) Staffing Committee k) Welcome to Wetherby <p>After being proposed by Councillor Harrington and seconded by Councillor O'Byrne it was RESOLVED that the revised committee structure (including the disbandment and renaming of 4 Committees) be approved and adopted.</p>

41-19	<p>Committee Terms of Reference The meeting considered draft terms of reference for the committees listed above. It was agreed that the proposed terms of reference for the Finance & General Purposes Committee should be amended to show that a quorum for this group will be 5 Councillors.</p> <p>After being proposed by Councillor Lamb and seconded by Councillor O’Byrne it was unanimously RESOLVED that the Council should adopt the proposed terms of reference for its committees, to take effect from the 2019 Annual Town Council meeting and that items 42-19 to 46-19 be deferred for consideration until that time.</p>
<p><i>Further to the resolution above, items 42-19 to 46-19 were deferred for consideration at the 2019 Annual Meeting of the Town Council.</i></p>	
42-19	<p>Retention of committee membership (other than for the Appeals, Staffing and Welcome to Wetherby Committees) until the Annual Town Council meeting in May 2019.</p>
43-19	<p>Election of a new member to serve on the Appeals Committee.</p>
44-19	<p>Election of a new member to serve on the Staffing Committee.</p>
45-19	<p>Election of a new member to serve on the Welcome to Wetherby group.</p>
46-19	<p>Retention of existing Chairs of the Council’s Committees until the Annual Town Council Meeting in May 2019.</p>
47-19	<p>Standing Orders. A set of Standing Orders, revised to take account of changes to the Council’s committee structure and updated data protection regulations, were considered.</p> <p>It was RESOLVED that the updated set of Standing Orders be approved and adopted.</p>
48-19	<p>2019 Schedule of Meetings It was RESOLVED that an updated schedule of meetings, including a Full Council rather than Finance & General Purposes Committee meeting in December, be adopted for the remainder of 2019.</p>
49-19	<p>Next Meeting. The date of the next Town Council meeting was CONFIRMED as being on 12th March 2019.</p>

The meeting closed at 8.19pm.

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

SIGNED: (Chair)

DATE:



APPENDIX 1

MINUTES OF A MEETING OF THE PLANNING COMMITTEE

Date: Monday 4th February 2019
Time: 16.00 hrs
Location: Deighton Room, Wetherby Town Hall

Present: Cllr Harry Chapman
Cllr Norma Harrington
Cllr Victor Hawkins (Chair)
Cllr Galan Moss (Mayor)

In attendance: Iona Taylor, Town Clerk

1.	Apologies. It was RESOLVED that apologies be received and reasons for absence accepted from Councillors Brady and Payne.
2.	Declarations of interests and requests for dispensations – none.
3.	Minutes of the last meeting. It was NOTED that the minutes of the last Planning Committee meeting, held on 7 th January 2019, were approved and received at the Full Council meeting on 8 th January 2019.
4.	Consultations on planning applications. a) 18/07860/FU New porch to front 2A South View Wetherby LS22 7QE It was RESOLVED that there are no objections to this application. b) 18/07911/FU Variation of condition 2 (approved plans) of approval 17/08457/FU to allow for the omission of the small window approved within the door to be blocked up Sant Angelo High Street Wetherby LS22 6LT It was RESOLVED that there are no objections to this application. c) 18/07912/LI Variation of condition 2 (approved plans) of listed building approval 17/08458/LI to allow for the omission of the small window approved within the door to be blocked up Sant Angelo High Street Wetherby LS22 6LT It was RESOLVED that there are no objections to this application. d) 18/07760/FU Single storey side and rear extension. 1 Micklethwaite View Wetherby LS22 5HB It was RESOLVED that there are no objections to this application.

	<p>e) 19/00038/FU Extension to side including alterations to frontage and replacement windows of existing cinema Rodney Cinema Caxton Street Wetherby LS22 6RU It was RESOLVED that whilst the Council supports the principle and reasons for this application, which should help to secure the future of this community facility and independent local business, there are some concerns about the design of the extension. It is considered that the proposed extension should be more in keeping with the historical façade of the existing building, which is located within Wetherby’s conservation area.</p> <p>f) 19/00102/FU Extensions and alterations including parking to two flats The Boathouse Westgate Wetherby LS22 6NH It was RESOLVED that there are no objections to this application.</p> <p>g) 19/00410/FU Single storey side/rear extension 15 Boston Road Wetherby LS22 5HA It was RESOLVED that there are no objections to this application.</p> <p>h) 18/07533/FU Single storey side/rear extension 22 Priest Hill Gardens Wetherby LS22 7UD It was RESOLVED that there are no objections to this application.</p>
<p>5.</p>	<p>Consultations on applications for works to protected trees. It was RESOLVED that there are no objections to the following applications:</p> <p>a) 19/00082/TR T1, T, T4 and T5 Sycamore and T3 Birch - Trim overhanging branches back to boundary fence line, away from No23 Micklethwaite property. Additional- self-seeded saplings, mix of elder and ash to be trimmed back to boundary fence. Between 6-8 feet of branch is overhanging and gaining permission to trim back. Mercure Hotel, Leeds Road, Wetherby, LS22 5HE</p> <p>b) 19/00217/TR T1 Horse Chestnut - Reduce back one scaffold limb and draw back branch work from the roof and chimney. The branches are to be reduced back to previous pruning points and one small branch to be removed, all due to some of the limbs overhanging the Parish Office of St James Church. St James Church, Church Street Wetherby LS22 6LP</p> <p>c) 19/00247/TR T1, T2 & T3 Evergreen Conifers - Fell due to encroaching on the beech hedge, thereby restricting its access to light and preventing leaf formation. The Old Mill Scott Lane Wetherby</p> <p>d) 19/00187/TR T1 Prunus Dulcis - Reduce overhanging branch by 3 meters. T2 Ilex Aquifolium - Remove co dominant stem. T5 Aesculus Hippocastanum - Draw back overhanging branches by 20% and lift canopy by 2 meters. T6 Multi stemmed Platanus - Remove. Wharfedale House 16 Wharfedale Lawns Wetherby LS22 6PU</p>
<p>6.</p>	<p>Updates and decisions on applications, appeals and enforcement investigations. A list of updates and outcomes on applications, appeals and enforcement investigations received from planning authorities was RECEIVED AND NOTED.</p> <p>Information can also be viewed online at: https://publicaccess.leeds.gov.uk/online-applications/</p>

<p>7.</p>	<p>Items for information.</p> <p>a) 17/05137/FU Erection of nine houses, laying out of access road with ancillary car parking and landscaping; demolition of existing bungalow and outbuildings Welburn Cottage Deighton Road Wetherby LS22 7QF</p> <p>Revised proposals were considered in relation to this application, as was feedback on them from an interested member of the public (submitted to the Ward Councillors). It was noted that Wetherby Town Council has not been formally consulted on the revisions but is able to make comments if it wishes.</p> <p>It was AGREED that the following comments be tabled for ratification and submission on the agenda of next week's Full Council meeting: "Wetherby Town Council notes the revisions to the proposals for the Welburn Cottage site. Whilst still representing a significant re-development of the site, the revisions are generally considered to be an improvement. It is requested that a re-consultation be carried out with the Highways Department to ensure that the proposals, particularly in relation to the visibility splay, meet relevant technical requirements."</p>
<p>8.</p>	<p>Next meeting.</p> <p>The date of the next Planning Committee meeting was confirmed as being on 25th February 2019.</p>

The meeting closed at 4.59pm.

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

APPENDIX 2

MINUTES OF A MEETING OF WELCOME TO WETHERBY

Date: Wednesday 23rd January 2019
Time: 17.30 hrs
Location: The Committee Room, St. James' Church Centre
 Church Street, Wetherby, LS22 6LP
Present: Cindy Bentley, Margaret Dabell and Ian Leadley.
 Kazia Knight (from 6.15pm)
In Attendance: Iona Taylor (Town Clerk)
 Councillor Galan Moss (Mayor of Wetherby)
 Councillors Norma Harrington, Alan Lamb and Gerald Wilkinson (Town and
 Ward Councillors)
 Andy Merckel (Highways & Transportation, Leeds City Council)
 Chris Walker (Para-Cycling Event Manager, Yorkshire 2019 UCI Road World
 Championships)
 Alex Daniel (Create, Wetherby)

1.	Declarations of interest from Town Councillors.
2.	<p>World Road Cycling Championships – September 2019 <i>Event Information</i></p> <ul style="list-style-type: none"> • Races will be coming through Wetherby on Saturday 21st September (3 para-cycling races) and Friday 27th September (Junior Women's Road Race and U23 Men's Road Race). • The timings and details for each race are still being finalised. • It's hoped that the 2019 World Cycling Championships will be the best and most diverse, with para-cycling events integrated throughout the main timetable. Some of the para-cycling events will hold qualification points for next year's Paralympics and as such should attract a strong field of competitors. • All events will involve Harrogate in some way either as the start and / or finishing point of the race and will incorporate a circuit around the centre of the town. • The race organisers (Y2019) want to make the event an exceptional community experience, especially in relation to the towns which are hosting race starts. • Information will begin to be disseminated to the public after the Tour de Yorkshire. This to avoid confusion between the events. A communications strategy will be put in place to allow residents to plan for any disruption, especially if they are affected by proposed road closures. • More information, including route plans, is available online at: https://worlds.yorkshire.com/ <p><i>Saturday 21st September</i></p> <ul style="list-style-type: none"> • Three towns on the para-cycling event route will host race starts: Beverley, Tadcaster and Wetherby. • Races will start at each location depending on the length of the route to be undertaken. • The races will enter Wetherby on York Road, turn left on to North Street / High Street and then turn right at the mini-roundabout at Bridgefoot Gardens before travelling along Market Place, Westgate and leaving via Spofforth Hill. • The races will be run with a full road closure that is likely to be in place for several hours.

- One of the races will start in the town-centre. Although logistics are yet to be confirmed the start line will be in the Market Place, near the Town Hall.
- An area will be required for an 'athletes' village' which will provide team coach parking and facilities for cycle preparation etc. It was suggested that the High School's car park would be more suitable than the Cluster of Nuts car park as it wouldn't reduce the public parking spaces available.
- It is estimated that there will be about 50 athletes in each race.
- The races, and start in Wetherby, is likely to be early to mid-afternoon.
- Conversations are ongoing about whether the para-races will be broadcast live as they are outside of the main UCI broadcast contract.
- It is proposed that the Town Hall be used as a command centre by Y2019 and as a signing on point for athletes as there is good disabled access to the building. A site visit is required to determine the exact requirements which may impact on what community use can be accommodated in the building that day.
- A start area will be set up in the Market Place, around the Town Hall. An exact location for the start-line has not yet been determined. This will impact on any proposals for an event hosted by Welcome to Wetherby.
- Leeds City Council and Y2019 want to support Wetherby to make the race start a whole town success.
- It was agreed that the Clerk should meet with Leeds City Council's events team to discuss proposals for Wetherby on 27th September and that a representative should attend Y2019 local authority delivery group planning meetings.

Friday 27th September

- The route for the U23 Men's Road Race passes to the East of Wetherby and such will have limited impact on the town. It will be operated under a rolling road closure.
- The route for the Junior Women's Race will be run in the morning under a rolling road closure.
- The race will start in Doncaster and finish in Harrogate.
- It will pass from Thorp Arch to Walton and in to Wetherby via Privas Way, over the River Wharfe, up High Street, along Westgate and then out of Wetherby via Spofforth Hill.
- It's estimated that road closures will be in place for about 45mins to 1 hour, depending on the ability and progress of the riders taking part.

General

- It was agreed that there are two priorities for Wetherby in relation to the World Road Cycling Championships which are:
 1. To promote the town.
 2. To encourage and support businesses to have a bumper trading day by providing opportunities and encouraging the public to visit the town.
- It was agreed that Welcome to Wetherby should work to organise a celebratory event on Saturday 21st September, as previously discussed. The exact format and location of this event may be shaped by Y2019's requirements.
- A discussion was held about community and business engagement and ensuring that all sectors of the community are fully involved in preparing for the cycle races coming through Wetherby.
- The view of the meeting was to not put on any events to celebrate / commemorate the races coming through the town on 27th, although decorations etc will remain in place from 21st.
- Leeds City Council and Y2019 want to support Wetherby to make the race start a whole town success.

3.	Apologies for absence. Apologies were received and accepted from Victor Hawkins, Denise Podlewska and Claire Stubbs.
<i>The remainder of the items of business were deferred for consideration at the next Group meeting.</i>	
4.	To approve the notes of the last meeting held on 14th November 2018.
5.	Information on matters arising from the last meeting (not covered elsewhere on the agenda): a) Feedback from Dickensian Market.
6.	Christmas Window Dressing Competition a) Feedback from, and review of, 2018 competition. b) To consider possibility of other competitions through year.
7.	Shopping Bags a) To see bag with photographic design on. b) To note requirement to charge VAT on bag sales. c) To agree price for smaller bags.
8.	Distribution / Sales of Welcome to Wetherby Items (shopping bags, walking books and visitor guides).
9.	Information on launch of town wi-fi network.
10.	Update on Welcome to Wetherby 4 Business
11.	Report on social media presence.
12.	Items for information.
13.	Date of next meeting. It was agreed that the next Group meeting be held on Wednesday 6 th February 2019 at 5.30pm in Wetherby Town Hall.

The meeting closed at 7.12pm.

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

WORLD CYCLING CHAMPIONSHIPS - 21ST SEPTEMBER 2019
EVENT PLAN – INITIAL IDEAS

Town Decoration

- Giant jerseys for schools to decorate, to be displayed on lampposts.
- Wetherby in Bloom floral displays to remain in place.
- Library window to be booked for display / event information.
- Window dressing competition for town centre shops, to be in place from 14th September.
- Knitted bunting – to be co-ordinated by Alex Daniel.

Town Centre Event

- Extend road closure to incorporate Cross Street and the Shambles or Bank Street and Church Street.
- Fairground, on either Cross Street or Bank Street.
- Spectator zone in Market Place.
- Big screen – to be located in front of, and parallel to Johnson's dry cleaners.
- Refreshments run by local businesses in the Market Place.
- Artisan / craft / pop-up market.
- Possible coffee morning in Town Hall.
- Celebrity guest.

Children's Cycle Races

- Would it be possible to use race route, once road closure is in place, or at least make use of start line inflatable?
- Approach local cycle businesses and cycle clubs for help organising.
- Medals as prizes.
- Would a local organisation (e.g. Martin House) be interested in organising this?

Funding

- Possible opportunities to work with Leeds City Council to reduce costs by sharing resources.
- Business sponsorship.
- Funding from LCC / Ward Councillors.

Infrastructure

- Additional toilets, including accessible facilities.
- What will be the emergency services route in and around the town centre?
- Additional car parking discounted as part of Welcome to Wetherby plan.

Plan

- Iona Taylor to meet with Y2019 to determine what their requirements for the use of the Town Hall will be.
- Invite expressions of interest from individuals, local businesses, clubs, groups and societies in helping to organise / run elements of this plan.
- Send out initial information to local businesses through Welcome to Wetherby 4 Business.



APPENDIX 3 TOWN HALL LIST OF PAYMENTS

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
15/01/2019	Yorkshire Water	DD35 1-19	12.50	Water - Cemetery
15/01/2019	Yorkshire Water	DD36 1-19	1.50	Water - Garden of Rest
23/01/2019	ABC Digital Solutions Ltd	DD30 1-19	136.90	Print Contract, Inv 159214
23/01/2019	Sports Telecomm	DD37 1-19	136.72	Telephone & Internet, 114609
24/01/2019	Yorkshire Water	DD38 1-19	97.29	Water - York Rd Depot
31/01/2019	Trustees of Wetherby Town Hall	IB39 1-19	3,300.00	Office Rent & Grant - Jan
07/02/2019	PC Crew	DD1 2-19	24.00	IT Service Plan, Inv 12590
11/02/2019	Opus Energy	DD2 2-19	78.54	Electricity - Cemetery
11/02/2019	Opus Energy	DD3 2-19	12.14	Electricity - OMP
11/02/2019	Opus Energy	DD4 2-19	18.33	Electricity - Weir Lights
12/02/2019	FuelGenie Business Account	DD38 2-19	116.91	Fuel
13/02/2019	Staff Salaries	IB5 2-19	9,150.66	Staff Salaries - February
13/02/2019	J Hudson	IB6 2-19	1,800.00	Market Stall Erection - Jan
13/02/2019	Pullan Landscape, Construction	IB7 2-19	1,211.56	Grounds Maintenance, Inv 5297
13/02/2019	Amazon.co.uk (Pd A Waterfield)	IB8 2-19	7.26	Decorating Overalls
13/02/2019	West Yorkshire Pension Fund	IB9 2-19	2,162.63	Pensions Contributions - Feb
13/02/2019	Prudential	IB10 2-19	35.00	Pensions Contributions - Feb
13/02/2019	Harland (Garden Machinery) Ltd	IB11 2-19	899.10	Mower Servicing, Inv 107065
13/02/2019	HM Revenue & Customs	IB12 2-19	2,318.86	PAYE & NI - Feb
13/02/2019	Cllr Galan Moss	IB13 2-19	18.27	Mayoral Travel Expenses
13/02/2019	Opus Energy	IB14 2-19	23.05	Electricity - York Road Depot
13/02/2019	K. Taylor	IB15 2-19	750.00	Hedgecutting, Cemetery
13/02/2019	J M Kay Electrical Ltd	IB16 2-19	24.00	PAT Testing, Inv 2018/507
13/02/2019	J M Kay Electrical Ltd	IB17 2-19	24.00	PAT Testing, Inv 2018/506
13/02/2019	I. Taylor	IB18 2-19	14.00	Travel Expenses
13/02/2019	Wetherby Skip Services Ltd	IB19 2-19	270.00	Waste Removal, Inv 681906
13/02/2019	Employment Law Advisory Services	IB20 2-19	297.60	H&S and HR Support
13/02/2019	Trustees of Wetherby Town Hall	IB21 2-19	18.50	Room Hire, TH686
13/02/2019	Trustees of Wetherby Town Hall	IB22 2-19	18.50	Room Hire, TH675
13/02/2019	Trustees of Wetherby Town Hall	IB23 2-19	18.50	Room Hire, TH674
13/02/2019	Addplant Limited	IB24 2-19	107.64	Portaloo, Inv T/28920
13/02/2019	Ripon Farm Services	IB25 2-19	63.12	Chainsaw Parts, Inv 226207
13/02/2019	Wicksteed Leisure Ltd	IB26 2-19	108.00	Playground Inspections, 804653
13/02/2019	Viking Direct	IB27 2-19	35.12	Stationery
13/02/2019	Waudby's of Wetherby	IB28 2-19	181.73	MOT & Service, Inv 29739

13/02/2019	Wetherby Tool Hire Ltd	IB29 2-19	30.00	Compactor Hire, Inv 14762
13/02/2019	Wetherby Tool Hire Ltd	IB30 2-19	30.00	Compactor Hire, Inv 14660
13/02/2019	Wetherby Tool Hire Ltd	IB31 2-19	30.00	Compactor Hire, Inv 14707
13/02/2019	Wetherby Tool Hire Ltd	IB32 2-19	30.00	Compactor Hire, Inv 14828
13/02/2019	Wetherby Tool Hire Ltd	IB33 2-19	28.80	Gloves, Invoice 11533
13/02/2019	Green-tech	IB34 2-19	144.00	Terram Fabric, Inv 217042
13/02/2019	ALCC	IB35 2-19	40.00	Membership - Deputy Clerk
13/02/2019	SLCC	IB36 2-19	136.00	Membership - Deputy Clerk
13/02/2019	J. Marsland & Sons Ltd	IB37 2-19	43.67	Materials, Inv I0041476
13/02/2019	Wetherby Methodist Church	300547	60.00	Room Hire, Jan & Feb 2019

TOTAL £24,064.40



APPENDIX 4 TOWN HALL LIST OF PAYMENTS

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid (£)</u>	<u>Transaction Detail</u>
15/01/2019	Opus Gas Supply Ltd	DD9 1-19	780.14	Gas
15/01/2019	Yorkshire Water	DD10 1-19	8.50	Water
23/01/2019	Sports Telecomm Ltd	DD11 1-19	17.40	Lift Telephone Line, 114605
06/02/2019	Opus Gas Supply Ltd	DD1 2-19	384.68	Electricity
13/02/2019	Kylefire	IB2 2-19	80.00	Fire Alarm Service
13/02/2019	Nisbets PLC	IB3 2-19	629.97	Crockery & Kitchen Supplies
13/02/2019	J.M. Kay Electrical Ltd	IB4 2-19	91.20	PAT Testing, Inv 2018/508
13/02/2019	PHS Group	IB5 2-19	541.36	Dust Mat, Inv 66403722
13/02/2019	Securi-Plex	IB6 2-19	126.00	Intruder Alarm Fault, 1001954
13/02/2019	PHS Group	IB7 2-19	245.44	Waste Disposal, 66426607
13/02/2019	Associated Waste Management Ltd	IB8 2-19	53.64	Waste Bins, Inv 42741
13/02/2019	Wetherby Town Council	IB9 2-19	2,690.39	Salary Recharge - Feb
13/02/2019	Community First Yorkshire	IB10 2-19	42.00	Membership Renewal
13/02/2019	Amazon.co.uk	IB11 2-19	13.98	Cupboard Locks
13/02/2019	Glassjacks.co.uk	IB12 2-19	155.23	Glass Storage
TOTAL			5,859.90	