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Leeds
CITY COUNCIL

Cindy Bentley and Samantha Jefferson
Wetherby High School
Hallfield Lane
Wetherby
LS22 6JS

Wetherby Ward
Councillor Alan Lamb
2nd Floor East
Civic Hall
Leeds LS1 1UR
Tel: 0113 378 8557
alan.lamb@leeds.gov.uk

Date: 28 February 2024

Dear Cindy and Samantha

I wanted to share an update with the local community on progress of the rebuild of Wetherby High School.

The project has entered into delivery as part of the first group of schools announced in December 2022 and discussions, planning and feasibility work commenced in September 2023. I know you have also been working with the Department For Education (DFE) on this. Having spoken recently to the DFE myself, they confirmed that they are aiming to appoint a contractor for the building work this summer. There is lots of planning and development work to be done and I am having regular check ins with the DFE and will share updates when I have them. We look forward to sharing the preliminary designs as soon as possible.

As you're aware, prior to the Government committing to fully fund this rebuild, Leeds City Council had worked with me to develop a plan to deliver the much needed new building. Unfortunately, the only way sufficient funding could be found was to sell off some of the playing fields. Thankfully this is no longer necessary and the change has created an exciting opportunity.

I have been arguing for a long time that Wetherby needs a new leisure centre to serve our communities. I'm delighted to say that the Council are now working with the DFE to look at allocating surplus land for a new public leisure centre as part of the re-development of the high school site. I can reassure you that this will have no impact on the timing or delivery of the new school building which remains the highest priority.

I have long argued that the income generated from a new leisure centre will more than wash its own face and the business case for this does seem to be stacking up. There is a long way to go on this but it's really exciting news that would deliver a vision we had over a decade ago that formed a key pillar of Wetherby's neighbourhood plan.

There's still a lot to do but at this stage, everything seems to be on track and I will share regular updates each time I get a briefing from the Council and the DFE.

Yours sincerely

Councillor Alan Lamb



WETHERBY TOWN COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT 7PM ON TUESDAY 13TH FEBRUARY 2024 IN WETHERBY TOWN HALL, MARKET PLACE, WETHERBY

Present: North Ward Cllr H Chapman
Cllr N Harrington
Cllr C Mhall (Deputy Mayor)
Cllr N O'Byrne

West Ward Cllr D Buckle
Cllr D Frame
Cllr G Moss
Cllr A Riddell
Cllr E Smith

East Ward Cllr K Knight
Cllr J Lavocah
Cllr S Newcombe

In Attendance: Iona Taylor (Town Clerk)
Ward Councillor Penny Stables (from 7.03pm).
1 member of the public.

In the absence of Councillor Payne, the meeting was chaired by Councillor Mhall.

189 23-24 Questions or comments from members of the public – none.

190 23-24 Reports from Ward Councillors

A written report was received from Councillor Lab with a verbal update provided by Councillor Stables. The following points were **NOTED**:

- An update on planning enforcement action being taken at Rosedene Farm
- An update on the work of the Road Safety Group and associated highway issues.
- A briefing on progress with a replacement Wetherby High School building will be arranged for Town Councillors in due course.
- Fly tipping on Privas Way.
- Improving support for dementia patients through the Local Care Partnership.
- Repairs to the Hallfield Residents Association's noticeboards.

191 23-24 Vacancy on Wetherby Town Council

a) Election result.

Leeds City Council's Deputy Returning Officer has confirmed that the result of the by-election to Wetherby Town Council (West Ward) on 8th February 2024 was as follows:

- Elaine Smith – Conservative Party Candidate – 531 votes.
- Anna Carol Jacobs – Green Party – 417 votes.
- Lesley Ann Mntee – Liberal Democrats – 186 votes.
- Nigel Philip Oakes – 21 votes.

b) New Councillor.

Elaine Smith was welcomed as the newly elected member of Wetherby Town Council. Councillor Smith's Declaration of Acceptance of Office and agreement to abide by the council's code of conduct had been received prior to the start of the meeting.

192 23-24

Declarations of interests and requests for dispensations.

a) Councillor Knight

Councillor Knight declared a non-pecuniary interest in item 198 23 -24b as she is a member of the organising committee for the Drovers Day event later this year.

b) Councillor Buckle

Councillor Buckle declared a non-pecuniary interest in item 196 23 -24d as he is a Trustee of Kirk Deighton Football Club.

c) Councillor Mhall

Councillor Mhall declared a pecuniary interest in application 23/07457/TR as he is a resident of the property and director of the company that requested the works to be done and abstained from item 200 23-24a.

d) Councillor Newcombe

Councillor Newcombe declared a non-pecuniary interest in item 198 23 -24b as he is a member of the Wetherby District Lions Club.

193 23-24

Apologies.

Following a proposal by Councillor Newcombe, seconded by Councillor Buckle, it was **RESOLVED** by a unanimous show of hands that apologies be received and reasons for absence accepted from Councillors Ager, Ms Bradley and Payne.

Apologies were also received from Ward Councillor Alan Lamb.

194 23-24

Mutes of the last meeting.

Following a proposal by Councillor Ms, seconded by Councillor Chapman, it was **RESOLVED** by a unanimous show of hands that the minutes of the last meeting, held on 9th January 2024, be approved and signed as a true record by the Deputy Mayor.

195 23-24

Matters arising from the minutes – none.

196 23-24

Community Infrastructure Levy (CIL) Funding

a) CIL Committee Meeting

Following a proposal by Councillor Riddell, seconded by Councillor Lavocah, it was **RESOLVED** by a unanimous show of hands that the minutes of the CIL Committee meeting, held on 5th February 2024, be approved as a true record.
The minutes can be found as appendix 1 from page 3732.

b) Town Hall funding.

The meeting considered a proposal from the Budgets & Governance Committee that £10,000 of CIL funding be allocated to capital works and improvements in Wetherby Town Hall. This would replace £10,000 of funding from the Town Council's 2024/25 revenue budget.

Following a proposal by Councillor O'Byrne, seconded by Councillor Harrington, it was **RESOLVED** by a unanimous show of hands that this funding allocation be made.

c) Action Plan

The meeting received and considered an update on progress against the agreed action plan.

It was noted that Councillor Lambis expected to give an update to Town Councillors on proposals for the future of the Leeds City Council offices on Westgate.

Councillor Mhall proposed that CIL funding be allocated based upon the priorities in the agreed action plan. After being seconded by Councillor O'Byrne this motion was **RESOLVED** by a unanimous show of hands.

d) Barr Field sale proposal.

It was noted that the Kirk Deighton Rangers AFC have tabled a proposal that half the area of their existing facility (Barr Field, Kirk Deighton), approximately 5,400/sq m, be purchased by Wetherby Town Council for £150,000.

Ward Councillor Lamb had written to the council recommending that consideration of this proposal be deferred pending further multi-party discussions.

Following a proposal by Councillor Newcombe, seconded by Councillor Knight, it was **RESOLVED** by a unanimous show of hands that this item be deferred, whilst noting that the council has now earmarked the CIL reserves held for other purposes. Members commented that they are not averse to reconsidering this proposal in the future.

e) Sports Facilities Provision – Council Representation

Following a proposal by Councillor Mhall, seconded by Councillor O'Byrne, it was **RESOLVED** by a unanimous show of hands that the council be represented on a working group looking at the provision of sports facilities in and around Wetherby by Councillors Knight, Mhall and Newcombe and the Clerk. Regular reports back to the council will be made.

197 23-24

Finance

2023/24 Financial Year

a) Payments.

Following a proposal by Councillor Newcombe, seconded by Councillor O'Byrne, it was **RESOLVED** by a unanimous show of hands that the list of 56 payments, totalling £35,885.23, as detailed in appendix 2 on page 3735 be approved.

b) Mid-year monitoring against budget.

The meeting received and considered a report showing the council's performance against the approved budget for the 2023/24 period. The Clerk was thanked for preparing the helpful and detailed information.

The report showed that half-way through the financial year the council was on-budget. This was because 97% of income had been received (the precept being received in one lump sum at the start of the year) and 51.2% of income having been incurred.

The report, provided alongside detailed income and expenditure information, also gave a narrative explanation relating to each cost centre.

Following a proposal by Councillor O'Byrne, seconded by Councillor Harrington, it was **RESOLVED** that the following recommendations in the report be agreed:

- i. That £5,000 of additional funding be distributed through the council's Small Grants Scheme between now and 31st March 2025, funded by higher than expected income from bank interest.

- ii. That £10,000 of underspend on the Communications & Events Officer position be ear-marked for spending on future communications related projects.
- iii. That a virement of £500 be made from the staffing contingency budget to cover the increased cost of uniform and workwear.
- iv. That a virement of £2,500 be made from the cemetery contingency budget to cover the cost of ground maintenance works in the cemetery.

2024/25 Financial Year

c) IT services.

The meeting considered a proposal to rationalise the council's IT service providers and, in particular, to procure sector-specific software solutions from Edge IT System Ltd. Following a proposal by Councillor Newcombe, seconded by Councillor Chapman, it was **RESOLVED** to approve the following recommendations from the report:

- i. That EDGE IT System be appointed as the council's preferred contractor for IT services.
- ii. That the facilities inspection module, with one tablet, be procured as soon as possible.
- iii. That provision be included in the 2024/25 budget for the provision of appropriate software modules (primarily accounts, bookings, markets, meetings) from 1/4/24.
- iv. That consideration be given to moving to Edge IT for IT support during the 2024/25 financial year, subject to the customer service in initial software implementation.
- v. That notice be given to other suppliers as new services are satisfactorily implemented.

d) 2024/25 budget.

The meeting considered budget proposals recommended by the Budgets & Governance Committee.

The budget, which takes account of the current inflation rate of 4%, makes some adjustments (such as the change to Town Hall funding agreed at item 196 23-24b) to ensure that the precept can remain unchanged for the following year.

Following a proposal by Councillor O'Byrne, seconded by Councillor Moss, it was **RESOLVED** by a unanimous show of hands that the budget for the 2024/25 period be approved without amendment.

e) 2024/25 precept requirement.

Following a proposal by Councillor McHall, seconded by Councillor Frampton, it was **RESOLVED** by a unanimous show of hands that the precept for the 2024/25 financial year be set at an unchanged £540,000.

198 23-24

Small Grants Scheme

a) Additional funding.

See item 197 23-24 b i.

b) Wetherby District Lions Club CIO.

Following a proposal by Councillor O'Byrne, seconded by Councillor Moss, it was **RESOLVED** that an award of £250 be made towards the cost of putting on the 2024 Drovers Day Cultural Gala and Brass Band Marching Contest and that payment of the grant be made immediately.

c) Wetherby Sports Association.

The meeting considered a proposal to build a large outside seating area (patio) at Wetherby Sports Association.

Following a proposal by Councillor Harrington, seconded by Councillor Mhall, it was **RESOLVED** that the council should pledge 10% of the amount required from fundraising (£1072.50), to be paid over when confirmation is received that the remaining funding is in place, provided that this is received prior to the end of 2024.

199 23-24

Budgets & Governance Committee

a) Meeting on 9th January 2024.

The minutes of the Budgets & Governance Committee meeting held on 9th January 2024 were **RECEIVED** and can be found as appendix 3 from page 3737.

b) Meeting on 8th February 2024

Following a proposal by Councillor Mhall, seconded by Councillor Newcombe, it was **RESOLVED** by a unanimous show of hands that the minutes of the meeting of the Budgets & Governance Committee held on 8th February 2024 be approved as a true record and received by the council. The minutes can be found as appendix 4 from page 3739.

200 23-24

Planning & Development

a) Planning Committee

Following a proposal by Councillor Moss, seconded by Councillor Chapman, it was **RESOLVED** by a show of hands with one abstention that the minutes of the following meetings of the Planning Committee be approved as a true record:

- i. 8th January 2024 (see appendix 5 from page 3741).
- ii. 16th January 2024 (see appendix 6 from page 3744).
- iii. 22nd January 2024 (see appendix 7 from page 3746).

b) Leeds Local Plan – Adoption of Remitted Parts of Leeds Site Allocations Plan 2024

This item was **RECEIVED AND NOTED.**

c) Better Wetherby Partnership.

The January 2024 newsletter was **RECEIVED AND NOTED.**

201 23-24

Markets Committee

Following a proposal by Councillor Buckle, seconded by Councillor Riddell it was **RESOLVED** by a unanimous show of hands that the minutes of the Markets Committee meeting held on 18th January 2024 be approved as a true record and received by the council. The minutes can be found as appendix 8 from page 3749.

202 23-24

Welcome to Wetherby

Following a proposal by Councillor Buckle, seconded by Councillor Harrington, it was **RESOLVED** by a unanimous show of hands that the minutes of the Welcome to Wetherby meeting held on 9th January 2024 be approved as a true record and received by the council. The minutes can be found as appendix 9 from page 3752.

203 23-24

Highways

The following update had been **RECEIVED** during item 190 23-24:

“The road safety group is progressing well and slowly but surely growing in numbers. Actions have been agreed and are progressing on Linton Road and Crossley Street. The works at Glebefield Drive will finally commence before the end of the current financial year. A scheme has been designed to improve visibility and safety at Bridgefoot and a further scheme being developed at Deighton Bar and also outside Deighton Gates school.”

204 23-24

Police Mters

a) Crime Statistics

The crime statistics for December 2023 and January 2024 for the whole of the Wetherby policing ward were **RECEIVED AND NOTED.**

They showed a total of 12 anti-social behaviour offences and 250 other crimes. These statistics also included 33 assaults which related to HM Wealstun and Wetherby YOI.

b) Police & Communities Together Meeting

Councillor Chapman confirmed that he had attended the meeting held on 6th February 2024 and that he has subsequently circulated information from Neighbourhood Watch.

205 23-24

Items for the next meeting.

a) Hedgehog Highways Proposal

Members are asked to submit for consideration at the next meeting to the Clerk by 4th March 2024.

The meeting closed at 8.06pm

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

SIGNED: (Chair)

DATE:

Firstly, thank you for taking the time to read this letter!

I am writing to all Councils, Parishes, Towns and Wards in the UK to ask them to take part in this amazing project!

Hedgehogs R Us Highway Project

With Hedgehog numbers in decline and Hedgehog awareness on the rise, there has never been a better time to get involved in Hedgehog conservation.

A Hedgehog Highway is a 5 inch gap in a fence and is essential in the battle to prevent the extinction of our endangered spiky friends. This gap allows them access to forage for food and meet mates.

Hedgehog shaped fence surrounds raise awareness to the plight of Hedgehogs, create a talking point and encourage others to take part in the project. Fence surrounds are made from recycled plastic and can themselves be recycled.

I am asking for each area of the UK to use a small portion of their assigned funds to purchase a box of hedgehog highway surrounds and make them available for their residents.

Each box of 50 is £150 and includes:

- * 50 Hedgehog Highway surrounds & 50 information leaflets
- * A display box & window sticker showing you are part of the project.

Ideas of how to benefit your community include:

- * Donate the Highways and leaflets to your local school to educate in wildlife conservation
- * Swap the Highways for a donation of Hedgehog food which can then be given to your local Hedgehog Rescue Centre



The project will be receiving a lot of publicity in the coming months via Social Media and I really hope that you choose to take part.

My dream is to make the whole of the UK one giant Hedgehog Highway and for that dream to come true, it needs EVERYONE to take part.

Money is donated to Hedgehog Conservation for every box sold too!

If you would like to order or have any questions please do not hesitate to get in touch and thank you for caring.



Linda Cook, Founder of Hedgehogs R Us

WETHERBY RIVERSIDE BANDSTAND TRUST

REG. CHARITY NO.1091207

TREASURER

04-03-24

INVOICE & CONTRACT

REF: WETHERBY RIVERSIDE BANDSTAND TRUST – 2024/015

FTAO

Wetherby Town Council

Town Hall

WETHERBY

Iona

To summarise - The 'Sponsor a Band for the Day' Contract between yourselves and Wetherby Riverside Bandstand Trust is a means by which the Trust can pay attending bands for their appearance at Wetherby Bandstand for a particular (free to the public) performance of an Entertainment Programme of 90 Minutes. The performances being from 2:30pm to 4:30pm with a short intermission.

The Sum you are providing is in form of a donation to the trust which is handed to the Band as an appearance fee.

This is £180.00 per Performance. – **The sum is therefore £180.00**

1st Sept – Crofton Silver Band

Payment to 'Wetherby Riverside Bandstand Trust' is by Cheque written to out to afore mentioned and posted to Secretary Mary Gray at 9 Coxwold Hill Wetherby, LS22 7PX. **Or by Bankers Draft to our CAF Bank account - Sort Code 40-52-40 account number 00016370. (Please reference your Company name in the transaction details).**

TRUSTEES

KJBennett JP FRICS, Mrs Jan Branton, H Chapman, DClinch, CRGray,
Mrs Mary Gray, NBStaples, R Stride FMAAT

WETHERBY RIVERSIDE BANDSTAND TRUST

REG. CHARITY NO.1091207

TREASURER



Wetherby Riverside Bandstand Trust

Sun 5th May	Chapelton Silver Prize Band
Mon 6th May	Harrogate Band
Sun 12th May	Drighlington Brass Band
Sat 13th May	Anchor Big Band (10's Special)
Sun 19th May	Yorkshire Imperial Brass Band
Sun 26th May	York Railway Institute Brass Band
Mon 27th May	Rockingham Brass Band
Sun 2nd June	Stannington Brass Band
Sun 9th June	Wetherby 'The Drapers' Hymn & Marching Contest
Sat 15th June	Meltham & Meltham Mills Brass Band
Sun 16th June	Wetherby & District Brass Band
Sun 23rd June	Woodhouse Silver Prize Band
Sun 30th June	Tewit Youth Band
Sat 6th July	One Off Brass
Sun 7th July	RDI Brass (Bradford)
Sun 14th July	South Yorkshire Police Band
Sun 21st July	Knottingley Silver Band
Sun 28th July	Unite the Union Brass Band
Sun 4th Aug	The Lindley Band
Sun 11th Aug	Old Silkstone Brass Band
Sun 18th Aug	Barnsley Brass Band
Sun 25th Aug	Shepherd Group Concert Band
Mon 26th Aug	Dodworth Miners Welfare Brass Band
Sun 1st Sept	Crofton Silver Band
Sat 7th Sept	West Yorkshire Police Band
Sun 8th Sept	Dronfield Genquip Brass Band
Sun 15th Sept	Kippax Brass Band
Sun 22nd Sept	Hebden Bridge Brass Band
Sun 29th Sept	Tewit Silver Band

Summer Season of Concerts 2024

As you know you are invited to provide a banner of 1m deep x 3m long with eyelets and this will be attached in prominent position on the Bandstand during the performance. Our Compere will be introducing the band and thanking their 'Sponsor for the Day' for their kind support.

There will also be social media coverage and a poster distributed locally which lists a Programme of the Bands, their attending date and the sponsor name.

We thank you for your kind support of this traditional, well attended Community venture.

Kind Regards

Rob Gray

Wetherby Riverside Bandstand Trust

TRUSTEES

KJBennett JP FRICS, Mrs Jan Branton, H Chapman, DClinch, CRGray,
Mrs Mary Gray, NBStaples, R Stride FMAAT



WETHERBY TOWN COUNCIL

The Town Hall, Market Place, Wetherby, LS22 6NE

Tel: 01937-583584

E-mail: admin@wetherby.co.uk

www.wetherby.co.uk

GRANT FUNDING APPLICATION

Each year, Wetherby Town Council allocates a small amount of funding to be distributed as grants to local not-for-profit, charitable or voluntary organisations. The Council has £5,000 to distribute between now and 31st March 2025.

Each application is considered on its merits and you should give enough detail for the council to understand your project as a whole, what it money will be spent on and how the project will be funded on an ongoing basis if appropriate.

Please note that previous funding is not an indicator that this application will be successful. Similarly, an award now should not be taken as an indicator of funding in future financial years.

This is designed to be an easy to access source of funding for small, local organisations which benefit Wetherby and its residents. Please contact the Town Clerk, Iona Taylor, if you require any assistance completing this form. You may use a separate sheet of paper to submit any other information which you feel will support this application.

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisation's income, expenditure and level of balances. If your organisation does not prepare annual accounts, copies of bank statements covering the previous six months must be enclosed.

If your application is successful then it can only be used for the purposes outlined below. We may ask you to credit the support received from Wetherby Town Council in any publicity by using our name or logo.

1.	Name of Organisation <i>This should be the name on the bank account where an award will be paid.</i>	Squadron 35 Wetherby Air Cadets
2.	Name, Address and Status of Contact <i>Must be the person who has signed overleaf.</i>	ATC CIV COM Chairperson, 35 (Wetherby) Squadron Pegasus House Barleyfields Road WETHERBY LS22 6PN
3.	Telephone Number of Contact	
4.	Email	35@aircadets.org / civcom-35@googlegroups.com
5.	Is the Organisation a Registered Charity? If yes, please give registration number.	No

6.	Amount of grant requested <i>The Town Council ay decide to give ore or less than this if your application is approved.</i>	£1000.00
7.	For what purpose or project is the grant requested?	Please could we apply for a set of VR flight sim equipment. That would be a headset for £200 and Pc at £800 please.
8.	What will be the total cost of the above project?	£1000.00
9.	If the total cost of the project is ore than the grant, how will the rest be financed?	N/A
10.	If your organisation has ore oney in their bank / on its balance sheet than the value of the grant you are asking for please explain what these funds are to be used for. <i>*The Town Council does not usually ake an award to organisations who have significant financial reserves, so an explanation of funds held ay help to explain your organisations' financial position and why it needs a grant frorthe Council.</i>	There are funds in the bank are for 2024 cadets' outings in sumr . The reserves are not "significant" but will cover the planned outings for the coing sumr season alone. This request for the VR hardware would be used for the autumand winter onths as this is when our outings are not logistically possible, this VR hardware would be invaluable.
11.	Who will benefit frorthe project?	RAF air cadets aged between 12 and 20.
12.	Approxiately how any of those who will benefit are residents of Wetherby?	37 residents between the ages of 12 to 20 years of age.
Bank Account Details		
13.	Naem Account	35 Wetherby Squadron ATC CIV COM
	Sort Code:	
	Account Nuber:	

Signed Date.....29/02/2024.....





Re-established 1966

Wetherby
R.U.F.C.

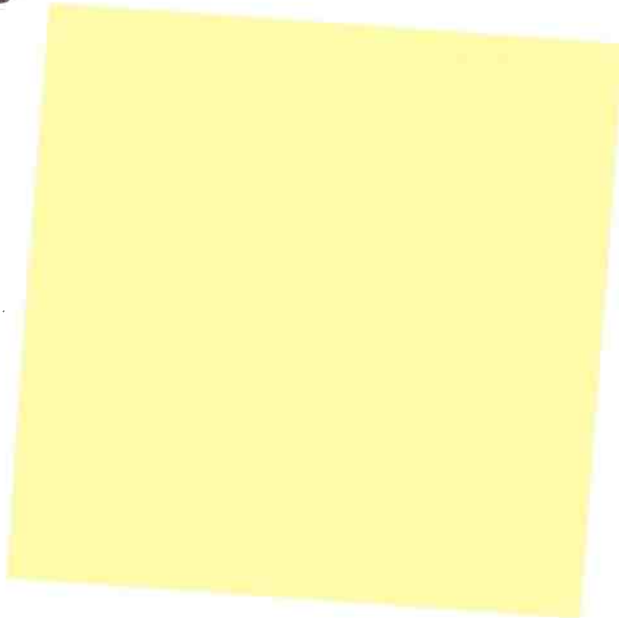
The Club House
Grange Park
Wetherby
West Yorks
Tel: 01937 582461

GRANT FUNDING APPLICATION

26th Feb 24

Please find our application
for a Grant to assist us
in improving access & safety
for Players & Supporters.

Yours



Please reply to 1



WETHERBY TOWN COUNCIL

The Town Hall, Market Place, Wetherby, LS22 6NE

Tel: 01937-583584

E-mail: admin@wetherby.co.uk

www.wetherby.co.uk

GRANT FUNDING APPLICATION

Each year, Wetherby Town Council allocates a small amount of funding to be distributed as grants to local not-for-profit, charitable or voluntary organisations. The Council has £5,000 to distribute between now and 31st March 2025.

Each application is considered on its merits and you should give enough detail for the council to understand your project as a whole, what its money will be spent on and how the project will be funded on an ongoing basis if appropriate.

Please note that previous funding is not an indicator that this application will be successful. Similarly, an award now should not be taken as an indicator of funding in future financial years.

This is designed to be an easy to access source of funding for small, local organisations which benefit Wetherby and its residents. Please contact the Town Clerk, Iona Taylor, if you require any assistance completing this form. You may use a separate sheet of paper to submit any other information which you feel will support this application.

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisation's income, expenditure and level of balances. If your organisation does not prepare annual accounts, copies of bank statements covering the previous six months must be enclosed.

If your application is successful then it can only be used for the purposes outlined below. We may ask you to credit the support received from Wetherby Town Council in any publicity by using our name or logo.

1.	Name of Organisation <i>This should be the name on the bank account where an award will be paid.</i>	WETHERBY RUGBY UNION CLUB
2.	Name, Address and Status of Contact <i>Must be the person who has signed overleaf.</i>	[Redacted]
3.	Telephone Number of Contact	[Redacted]
4.	Email	[Redacted]
5.	Is the Organisation a Registered Charity? If yes, please give registration number.	Yes/ No

Continues overleaf.

6.	Amount of grant requested <i>The Town Council may decide to give more or less than this if your application is approved.</i>	£ 3483.
7.	For what purpose or project is the grant requested?	ACCESS FOR EMERGENCY VEHICLES, DISABLED VEHICLES & WHEELCHAIRS SAFETY RAILINGS & STEPS & A RAMP.
8.	What will be the total cost of the above project?	£ 3483.
9.	If the total cost of the project is more than the grant, how will the rest be financed?	SPONSOR FOR £500. REMAINDER FROM FUND RAISING EVENT IN MAY
10.	If your organisation has more money in their bank / on its balance sheet than the value of the grant you are asking for please explain what these funds are to be used for. <i>*The Town Council does not usually make an award to organisations who have significant financial reserves, so an explanation of funds held may help to explain your organisations' financial position and why it needs a grant from the Council.</i>	CURRENT BALANCE AFTER OUTSTANDING DEBT TO BE PAID APPROX £3000. OUR INCOME FROM SUBS. NOT DUE TIL AUG/SEPT WE STILL HAVE RUNNING COSTS DURING SUMMER BREAK
11.	Who will benefit from the project?	EXPORTERS, DISABLED & YOUNG MEMBERS
12.	Approximately how many of those who will benefit are residents of Wetherby?	? 200

Bank Account Details

13. Name on Account

Sort Code:

Account Number:

Signed.....

..... Date..... 26.2.21

COMMITTEE MEMBER



RE: Hi [redacted] here are the accounts from last year. Have asked [redacted] to send you the most recent bank statement.

[redacted]

Tue 2024-03-05 3:06 PM

[redacted]

3 attachments (585 KB)

150 Club Statement.pdf; Juniors Bank Statement.pdf; Seniors Bank Statement.pdf

Hi both,

Below is our current cash position. We currently have £33k in cash, of which £24k is ringfenced for junior tours. Bank statements attached to support.

Name	Details	Balance B/F	Income	Payments	Balance C/F
WETHERBY RUFC -	558111-04476980	£1,902.31	£95,943.08	(£73,908.95)	£23,936.44
WBY RUGBY U.F.C.	558111-03510417	£8,837.02	£2,091.55	(£2,222.00)	£8,706.57
WTHBY RUFC 150 CLB	558111-03543609	£2,607.24	£375.00	(£2,600.00)	£382.24
					£33,025.25
Tour accounts:					
Total Ringfenced		£8,151.56	£33,882.41	(£18,062.38)	£23,971.59
Net Cash					£9,053.66

Thanks,

[redacted]

Sent: Tuesday, March 5, 2024 10:10 AM

[redacted]

Wetherby RUFC AGM 2021/22 Season – Treasurer's Report

1. Income and Expenditure Commentary

N.B. Year end is 31st May 2022, numbers are as of 15th May 2022. Values in brackets relate to previous season (2020/21)

The club made a profit for the season of £22,608 (£269 loss), with the following items of note:

Membership income increased 32.5% to £27,617 (£20,838), with COVID impacting membership in PY

Clubhouse development costs: £20,892 (£11,933)

Rental expense: £16,000 expense in current year, in PY no rent was payable due to COVID support grants to GP

Grant funding: Released the remainder of the 'Winter Grant Funding' of £28,949 (£0,277) and the 'All Schools Grant' (£2,975)

Excluding grant funding and clubhouse development costs, the club made a profit of £11,576 (£2,437)

Description	2022 Income	2022 Expense	2022 Net Income/ (expense) £	2021 Net Income/ (expense) £
Membership	27,617	0	27,617	20,838
Match Day Gate and Raffle	998	0	998	0
KR	2,512	(6,783)	(4,271)	(443)
KR Sponsorship	1,700	0	1,700	0
Advertising Boards and Match Day Programme	1,898	(708)	1,190	1,250
Marketing	0	0	0	(25)
International Tickets	7,212	(5,202)	2,010	0
Travel	480	(1,585)	(1,105)	0
Bags	0	0	0	0
General fund raising / Other income	1,790	(600)	1,190	569
Equipment	0	(820)	(820)	(1,457)
Coaching for teams	0	(4,810)	(4,810)	(1,700)
Coaching for coaches	0	(180)	(180)	0
Physio	0	(2,344)	(2,344)	(390)
Cleaning / Laundry	0	(345)	(345)	0
Gift Aid	6,484	0	6,484	0
Go Cardless	0	(1,082)	(1,082)	0
Rent	0	(16,000)	(16,000)	2,142
Training Facilities	0	(240)	(240)	0
Ground Works	0	(3,305)	(3,305)	347
Tournaments & refs	0	(810)	(810)	(871)
Floodlighting Project	0	0	0	(14,727)
Other events and dinners	9,045	(4,666)	4,379	245
Mini Junior End of Season	3,757	(2,720)	1,038	0
End of Season Dinner	1,342	(400)	942	0
Trophies	0	(716)	(716)	(440)
RPU Grant Funding	31,924	0	31,924	6,227
Clubhouse Development	0	(20,892)	(20,892)	(11,933)
Miscellaneous	378	(739)	(361)	(202)
Total	97,156	(74,528)	22,608	(269)

Sent from my iPhone

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WETHERBY TOWN COUNCIL

The Town Hall, Market Place, Wetherby, LS22 6NE

Tel: 01937-583584

E-mail: admin@wetherby.co.uk

www.wetherby.co.uk

GRANT FUNDING APPLICATION

Each year, Wetherby Town Council allocates a small amount of funding to be distributed as grants to local not-for-profit, charitable or voluntary organisations. The Council has £5,000 to distribute between now and 31st March 2025.

Each application is considered on its merits and you should give enough detail for the council to understand your project as a whole, what its money will be spent on and how the project will be funded on an ongoing basis if appropriate.

Please note that previous funding is not an indicator that this application will be successful. Similarly, an award now should not be taken as an indicator of funding in future financial years.

This is designed to be an easy to access source of funding for small, local organisations which benefit Wetherby and its residents. Please contact the Town Clerk, Iona Taylor, if you require any assistance completing this form. You may use a separate sheet of paper to submit any other information which you feel will support this application.

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisation's income, expenditure and level of balances. If your organisation does not prepare annual accounts, copies of bank statements covering the previous six months must be enclosed.

If your application is successful then it can only be used for the purposes outlined below. We may ask you to credit the support received from Wetherby Town Council in any publicity by using our name or logo.

1.	Name of Organisation <i>This should be the name on the bank account where an award will be paid.</i>	Wetherby Civic Society
2.	Name, Address and Status of Contact <i>Must be the person who has signed overleaf.</i>	<div></div> Treasurer of Wetherby Civic Society
3.	Telephone Number of Contact	<div></div>
4.	Email	<div></div>
5.	Is the Organisation a Registered Charity? If yes, please give registration number.	Yes 1039127

Continues overleaf.

6.	Amount of grant requested <i>The Town Council may decide to give more or less than this if your application is approved.</i>	£1000
7.	For what purpose or project is the grant requested?	Funding of the Wetherby 200 celebrations of the 200 th anniversary of 'The Great Sale of Wetherby' in October 2024. Wetherby 200 is an independent group, co-ordinated by Wetherby Civic Society. The Committee running Wetherby 200 includes members from Wetherby in Bloom, Wetherby Festival, Wetherby Flower Club, Wetherby Town Council, U3A Local History Group, Wetherby Civic Society, Old Men's Parliament, Wetherby Historical Trust and Hartlaw LLP. For ease of administration, the accounts are handled by the Wetherby Civic Society, but records are kept separately.
8.	What will be the total cost of the above project?	£2000, see estimated costs.
9.	If the total cost of the project is more than the grant, how will the rest be financed?	Contributions from local businesses, and from local societies. NB. Grant of £100 from Wetherby Town Council 2023. Grant of £500 from Leeds City of Culture Trust 2023. Already Received.
10.	If your organisation has more money in their bank / on its balance sheet than the value of the grant you are asking for please explain what these funds are to be used for. <i>*The Town Council does not usually make an award to organisations who have significant financial reserves, so an explanation of funds held may help to explain your organisations' financial position and why it needs a grant from the Council.</i>	Wetherby 200 is being run separately from Wetherby Civic Society and has its own financial records. At present the reserves of Wetherby 200 are £428.62p (see attachment) A grant from the Town Council is needed in order that this important Wetherby milestone takes place.
11.	Who will benefit from the project?	Residents of Wetherby and the surrounding area. Businesses in Wetherby. Community groups and societies.
12.	Approximately how many of those who will benefit are residents of Wetherby?	100%

Bank Account Details

13. Name on Account
Wetherby Civic Society



Signed..... Date...29/2/24



W200 FINANCIAL ACCOUNTS**Position at Feb 2024**

Date		RECEIPTS	EXPENDITURE	BALANCE
		£	£	£
07/06/2023	Leeds Culture Trust grant	500.00		500.00
31/08/2023	Wetherby Town Council	100.00		600.00
30/07/2023	Document scanning		34.38	565.62
04/09/2023	Room Hire Town Hall (deposit)		106.50	459.12
11/12/2023	Flyers		27.00	432.12
22/01/2024	Printing		3.50	428.62
	Current Position	600.00	171.38	428.62

ESTIMATED COSTS

	£
Rooms hire	215.00
Printing catalogue	850.00
Road closure	350.00
Exhibition	250.00
Banner	50.00
Flyers	27.00
Plaque	700.00
Scanning & Printing	100.00
TOTAL COST	2542.00
FUNDING TO DATE	600.00
CURRENT SHORTFALL	1942.00



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GRANT FUNDING APPLICATION

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Each application is considered on its merits and you should give enough detail for the council to understand your project as a whole, what its money will be spent on and how the project will be funded on an ongoing basis if appropriate.

Please note that previous funding is not an indicator that this application will be successful. Similarly, an award now should not be taken as an indicator of funding in future financial years.

This is designed to be an easy to access source of funding for small, local organisations which benefit Wetherby and its residents. Please contact the Town Clerk, Iona Taylor, if you require any assistance completing this form. You may use a separate sheet of paper to submit any other information which you feel will support this application.

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisation's income, expenditure and level of balances. If your organisation does not prepare annual accounts, copies of bank statements covering the previous six months must be enclosed.

If your application is successful, then it can only be used for the purposes outlined below. We may ask you to credit the support received from Wetherby Town Council in any publicity by using our name or logo.

1.	Name of Organisation <i>This should be the name on the bank account where an award will be paid.</i>	Wetherby Community Radio Ltd t/a Tepro 107.4 FM
2.	Name, Address and Status of Contact <i>Must be the person who has signed overleaf.</i>	<div style="border: 1px solid orange; width: 100px; height: 20px; display: inline-block;"></div> Trustee Wetherby Community Radio Ltd <div style="border: 1px solid orange; width: 150px; height: 50px; display: inline-block;"></div>
3.	Telephone Number of Contact	<div style="border: 1px solid orange; width: 100px; height: 20px; display: inline-block;"></div>
4.	Email	mail@teprofmo.uk
5.	Is the Organisation a Registered Charity? <i>If yes, please give registration number.</i>	No – Not for Profit Company Limited by Guarantee

Continues overleaf.

6.	Amount of grant requested <i>The Town Council may decide to give more or less than this if your application is approved.</i>	£ 750
7.	For what purpose or project is the grant requested?	<p>The government regulator for community radio is Ofcom. Ofcom are encouraging existing stations to move to digital broadcasting using the new Small Scale DAB system. Consultations are in progress regarding the future of community broadcasting on the FM band, which could be withdrawn due to lack of available channels.</p> <p>Ofcom have decided that the licences will be awarded on a competitive basis and if we are unable to 'win' a licence a commercial organisation may obtain a licence and price small stations, such as ourselves, off of the airwaves!!</p> <p>The grant is applied for to cover the application fees for both the digital multiplex licence (£500) and the associated Community Digital Sound Programme licence (£250). Both licences will be required to ensure that Wetherby continues to have its very own radio station.</p>
8.	What will be the total cost of the above project?	£ 750
9.	If the total cost of the project is more than the grant, how will the rest be financed?	If we are successful in obtaining the licences then we will be seeking grants from other sources towards the transmission equipment required. Currently the estimates for this amount to some £9,750.
10.	<p>If your organisation has more money in their bank / on its balance sheet than the value of the grant you are asking for please explain what these funds are to be used for.</p> <p><i>*The Town Council does not usually make an award to organisations who have significant financial reserves, so an explanation of funds held may help to explain your organisations' financial position and why it needs a grant from the Council.</i></p>	<p>Tempo FM runs on a not for profit basis, with our income and outgoings being almost equal. All members are volunteers with no expenses paid to anyone. Our published accounts for the year to 31st March 2023 are attached.</p> <p>Although our current bank balance is £6,068-48 (statement attached) Our 'Accounts Payable' is currently £3,339-59 with 'Accounts Receivable' just £420-00</p> <p>Our estimated accounts to 31st March 2024 is indicating a small trading loss of around £100</p>
11.	Who will benefit from the project?	All the residents of Wetherby, plus the young people trained at both the Wetherby High School and separately at the studios.
12.	Approximately how many of those who will benefit are residents of Wetherby?	Almost All



<i>Bank Account Details</i>	
13. Name on Account	Wherby Community Radio Ltd (OR Ltd)
Sort Code:	<div></div>
Account Number:	<div></div>

Signed..... Date... 28th February 2024



WETHERBY
COMMUNITY RADIO LTD
Company No: 5798528

**Report and Financial
Statements for the
Accounting Period ending
31st March 2023**

Registered Address:
2 Oak Wood Road
Wetherby
W. Yorks LS22 7QY

WETHERBY COMMUNITY RADIO LTD

Company No: 5798528

This is a Company "Limited by Guarantee", with no shareholders and no paid staff. The company holds an Ofcom Broadcasting Licence, Ref CR000064, to provide a community radio service, Tempo 107.4 FM, for the Wetherby area. The terms of the Ofcom licence require the company to be run on a "Not for Profit" basis. No wages, dividends, or expenses have been paid to date by the company.

The company was incorporated in April 2006 and commenced trading in September 2006. The original Ofcom 5 year licence was extended by a further 5 years in 2011, 2016 and in March 2021, with the current term now expiring on the 11th September 2026. The company formed a consortium with Wetherby and Harrogate Local DAB Limited and was successful in winning an Ofcom licence to operate a DAB broadcasting service for the area.

Trustees Report for the 12 Month period ending 31st March 2023

The trustees present their report and financial statements for the accounting period ending 31st March 2023.

- **Sales** - Advertising income returned to a normal level after an exceptional figure last year. Donations continue at a level just below last year.
- **Grant Income** continues to be available to the station in return for training work undertaken at Wetherby High School and recently at the Boston Spa Academy.
- **Costs** during the year were broadly as budget, there being a noticeable increase through inflation and increased energy costs.

The operation of the station, including training, both at our studios and at Wetherby High School, together with outside broadcasts returned to the usual pre Covid-19 pandemic conditions. The Trustees, remains confident that future years will allow the finances to run in line with the current plan, as a 'Not for Profit' organisation.

Trustees and their interests: The following trustees were re-appointed on 21st March 2023.

Alan John Everard	No Shares
Stephen Andrew France	No Shares
Jon Alan Beeson	No Shares
John Michael Davison	No Shares
Eric Timothy Ovenden	No Shares

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies scheme, on behalf of Wetherby Community Radio Ltd:

Prepared by: Alan Everard (Trustee)

Signed:



Date: 24th May 2023

Statement of Income & Expenditure for the period to:

	31st Mar 2023	31st Mar 2022
Income:		
Advertising	£ 8,967-50	£ 10,253-83
Grants	£ 3,500-00	£ 5,972-00
Donations	£ 499-41	£ 536-38
Interest	£ 43-10	£ 1-58
Total Income	£ 13,010-01	£ 16,763-79
Expenditure:		
Rent	£ 2,500-08	£ 2,500-08
Music Licences	£ 2,577-66	£ 2,413-94
Ofcom & Broadcasting Licences	£ 1,096-00	£ 1,231-00
Broadcasting Equipment Purchases	£ 939-70	£ 796-98
Insurance	£ 858-62	£ 809-84
Music & Jingle Package Purchases	£ 106-00	£ 96-66
Internet & Phones	£ 520-62	£ 708-10
Webhosting, Email & Streaming	£ 487-42	£ 487-42
Electricity	£ 798-80	£ 337-80
News Licence	£ 436-36	£ 390-65
Cost of Sales (Advert Production)	£ 860-00	£ 475-00
Community Media Association	£ 60-00	£ 60-00
Other	£ 1,239-21	£ 831-21
Total Expenditure	£ 12,480-47	£ 11,138-68
Operating surplus / (loss) for the year	£ 529-54	£ 5,625-11
Depreciation of Assets	£ 655-73	£ 2,556-76
Surplus/(loss), after Depreciation	£ (126-19)	£ 3,068-35

Notes:

1. The return to near pre-pandemic levels of advertising revenue, together with a stable donation income, produced a small trading surplus during the year, prior to depreciation. The Trustees remain confident that an adequate level of cash reserves is available to the company to provide some security regarding the lease on the studio premises, which is currently on an annual rolling basis, with the original term having expired in Oct 2018.
2. Included in the accounts is a write off for a debt of £2,400 from Premier Hearing Ltd even having successfully obtained a County Court Judgment against them.
3. The policy in recent years of payment by the Council for training, a year in arrears, continues to cause complications in the accounting of these sums.

Balance Sheet at 31st March 2023

Assets

Broadcasting Equipment (Net value)	£ 1,160-78
New Assets (Broadcasting Equipment) purchased	£ 939-70
Closing Balance	£ 21,208-65
Accounts receivable	£ 245-00
	<hr/>
Total Assets	£ 23,554-13 =====

Liabilities

Nett Value at 31 st March 2023	£ 21,711-99
Depreciation	£ 655-73
Accounts Payable	£ 1,186-41
	<hr/>
Total Liabilities	£23,554-13 =====

For the financial year ending 31st March 20223 the company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibility for complying with the requirements of the Act with respect to the accounting records and preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies scheme.

Signed by: Alan Everard (Trustee)

Signed: 

Date: 24th May 2023

Tangible Fixed Assets Depreciation Policy

Tangible fixed assets are capitalised if they can be used for more than one year and cost at least £250. They are valued at cost or, if gifted, at their value on receipt.

Rates of Depreciation:

Building Improvements:	20% straight line basis to nil
Fixtures and Fittings:	20% straight line basis to nil
Equipment:	20% straight line basis to nil

Independent Examiner's Statement

I David Nield of 21 Ullswater Drive, Wetherby, confirm that I have inspected the accounts and supporting information and confirm that to the best of my knowledge they represent a true indication of the financial position of the company. In addition, I can find no areas that I consider would normally require a full audit to be undertaken.

Signed: David Nield

Date: 11 June 2023

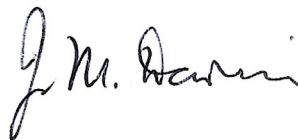
Declaration

The Trustees of Wetherby Community Radio Ltd below, confirm that this report and the financial statements contained represent a true record for the accounting period ending 31st March 2023 and were approved at a Board Meeting on 27th June 2023.

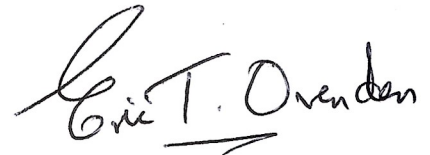
Signed on behalf of Wetherby Community Radio Ltd:



Alan Everard



John Michael Davison



Eric Ovenden



Jon Beeson



Stephen France

Trustees of: **Wetherby Community Radio Ltd**

27th June 2023



WETHERBY TOWN COUNCIL

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If your application is successful then it can only be used for the purposes outlined below. We may ask you to credit the support received from Wetherby Town Council in any publicity by using our name or logo.

1.	Name of Organisation <i>This should be the name on the bank account where an award will be paid.</i>	Wetherby Musical Theatre Group
2.	Name, Address and Status of Contact <i>Must be the person who has signed overleaf.</i>	Chair of group
3.	Telephone Number of Contact	
4.	Email	wetherbytg@yahoo.co.uk
5.	Is the Organisation a Registered Charity? <i>If yes, please give registration number.</i>	Yes 700570

6.	Amount of grant requested <i>The Town Council may decide to give more or less than this if your application is approved.</i>	£1000 (as much as possible would be appreciated but understand there are others who will be submitting bids)
7.	For what purpose or project is the grant requested?	<p>Our next show is expected to be a musical, but these are expensive to run and are hoping to source additional support to make it happen. We want to use the Wetherby High School before it becomes unavailable due to the developments of the new school (expected to start in 2025). This means our last opportunity to perform with a 'proper' stage in Wetherby will be this October half-term</p> <p>We're in the process of planning what this show will be, but our last two shows Calendar Girls the play and The Addams Family musical brought some fantastic shows to the audiences of Wetherby, giving a great and inexpensive night (we try to keep ticket prices low). Reviews were fantastic and this has led to increased focus on our group and new members have joined from the local areas.</p>
8.	What will be the total cost of the above project?	<p>£10,000+ The Addams Family musical was close to £11000 as I understand from our Treasurer, this includes:</p> <ul style="list-style-type: none"> • Hiring of venue for performances • Hiring of venue for rehearsing which increases to three times a week for full on shows. • Hiring of storage units for costumes / set • Hiring of lighting and technician • Hiring of sound • Props and costume design • Set building costs (materials and people) • Licence and rights for the show • Printing for promotional materials • Printing / cost of buying scripts / musical scores • Hiring a band • Paying a director • Paying a musical director • Paying a choreographer • Designing and printing a program • Hiring delivery van for transferring of set from store to venue.
9.	If the total cost of the project is more than the grant, how will the rest be financed?	<p>We do regular fundraising in Wetherby via social activities for the community (such as coffee mornings and quizzes). We hope to do something during the Wetherby Festival as we did last year.</p> <p>The rest of the funding comes from group membership, ticket sales, program sales and</p>



		things like the bar on show nights (tickets and sales and income is of course not guaranteed).
10.	<p>If your organisation has more money in their bank / on its balance sheet than the value of the grant you are asking for please explain what these funds are to be used for.</p> <p><i>*The Town Council does not usually make an award to organisations who have significant financial reserves, so an explanation of funds held by help to explain your organisations' financial position and why it needs a grant from the Council.</i></p>	<p>We currently have more money than is being requested but we don't have enough money purely from the bank balance to make these shows happen. We do not have significant reserves.</p> <p>Our ongoing venue hire for rehearsals and insurance takes up a significant amount of funding, and the cost of running the shows seem to increase (with everything else).</p> <p>The accompanying accounts are up to June 2023, before we performed our latest show in October 2023.</p>
11.	Who will benefit from the project?	<p>The show is likely to be open to all who want to attend (show choice right even if it's not suitable for children, but is unlikely with musicals) , bringing local culture to the area.</p> <p>We are also investing the money in local businesses and organisations to bring these shows together:</p> <ul style="list-style-type: none"> • Hiring of the local high school • Renting lighting rigs from local electrician • Connecting with the local community via promotion and social events to sell tickets. <p>As a result of the show, it generates more interest in our group, bringing new members along. We are a friendly and welcoming group that provides social connections for people across a wide range of ages, demographics and needs . We have a no-audition policy to be involved so it is immediately more accessible to people who maybe more anxious about getting more involved / social.</p> <p>We also support local organisations, such as the Wetherby Lions in their annual events such as the Drovers event, Dickensian Market, and we take part in the annual wreath laying for Remembrance Day .</p>
12.	Approximately how many of those who will benefit are residents of Wetherby?	All of them, we perform and involve Wetherby and the surrounding areas in what we do.
Bank Account Details		
13.	Bank Name:	Wetherby Musical Theatre Group
	Sort Code:	
	Account Number:	

Signed... Date: 20.02.2024



WITHERBY MUSICAL THEATRE GROUP - ANNUAL ACCOUNTS 2022-2023**BALANCE SHEET AS AT 30TH JUNE 2023**

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>
ACCUMULATED SURPLUS BROUGHT FORWARD	6518.06	7389.29	9016.86	9047.06
plus GAIN(LOSS)	3386.47	(871.23)	(1627.57)	(30.20)
	9904.53	6518.06	7389.29	9016.86
CASH AT BANK & PETTY CASH	8457.70	6192.84	6743.63	8238.32
Add DEBTORS and PRE-PAID EXPENSES	1646.83	925.22	645.66	778.54
	10104.53	7118.06	7389.29	9016.86
Less CREDITORS and ADVANCE INCOME	(200.00)	(600.00)		
	9904.53	6518.06	7389.29	9016.86

INCOME AND EXPENDITURE ACCOUNT FOR 12 MONTHS ENDED 30TH JUNE 2023

INCOME	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>
ANNUAL SUBSCRIPTIONS				
Full	1650.00	1040.00	0.00	970.00
Junior	20.00	20.00	0.00	180.00
Non Performing	30.00	40.00	0.00	40.00
DONATIONS & FUNDRAISING (See Note 1)	1219.72	994.08	(51.07)	3161.49
FRIENDS FEES	70.00	190.00	0.00	0.00
GAIN ON SHOW before rehearsal expenses (See Note 3)	2652.73	49.64	0.00	0.00
Extra-ordinary gain on Plays and Platinum	540.00			
EXCESS OF EXPENDITURE OVER INCOME i.e. loss	0.00	871.23	1627.57	30.20
	6182.45	3204.95	1576.50	4381.69
EXPENDITURE				
COST OF PREMISES, net of rehearsal income (See Note 2)	672.00	1162.00	-11.00	1029.00
LOSS ON SHOW before rehearsal expenses (See Note 3)	-	-	0.00	899.15
SOCIAL EVENTS				
Licences, Ofcom PPL & PRS	120.13			188.21
MISCELLANEOUS EXPENDITURE (See Note 4)	2003.85	2042.95	1587.50	2265.33
EXCESS OF INCOME OVER EXPENDITURE	3386.47			
	6182.45	3204.95	1576.50	4381.69

I have prepared the Balance Sheet together with the Income & Expenditure Account for the 12 months ended 30th June 2023. I certify that these accounts give a true and fair view of the state of affairs of the Group at 30th June 2023

T Sallwood, Treasurer



WETHERBY TOWN COUNCIL

The Town Hall, Market Place, Wetherby, LS22 6NE

Tel: 01937-583584

E-mail: admin@wetherby.co.uk

www.wetherby.co.uk

GRANT FUNDING APPLICATION

Each year, Wetherby Town Council allocates a set amount of funding to be distributed as grants to local not-for-profit, charitable or voluntary organisations. The Council has £5,000 to distribute between now and 31st March 2025.

Each application is considered on its merits and you should give enough detail for the council to understand your project as a whole, what it may be spent on and how the project will be funded on an ongoing basis if appropriate.

Please note that previous funding is not an indicator that this application will be successful. Similarly, an award now should not be taken as an indicator of funding in future financial years.

This is designed to be an easy to access source of funding for small, local organisations which benefit Wetherby and its residents. Please contact the Town Clerk, Iona Taylor, if you require any assistance completing this form. You may use a separate sheet of paper to submit any other information which you feel will support this application.

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisation's income, expenditure and level of balances. If your organisation does not prepare annual accounts, copies of bank statements covering the previous six months must be enclosed.

If your application is successful then it can only be used for the purposes outlined below. We may ask you to credit the support received from Wetherby Town Council in any publicity by using our name or logo.

1.	Name of Organisation <i>This should be the name on the bank account where an award will be paid.</i>	Wetherby in Support of the Elderly
2.	Name, Address and Status of Contact <i>Must be the person who has signed overleaf.</i>	Fundraiser Wetherby in Support of the Elderly One Stop Shop Westgate Wetherby LS22 6NL
3.	Telephone Number of Contact	
4.	Email	@w-ise.org.uk
5.	Is the Organisation a Registered Charity? If yes, please give registration number.	Yes Reg no:1163698

6.	Amount of grant requested <i>The Town Council may decide to give more or less than this if your application is approved.</i>	£250.00
7.	For what purpose or project is the grant requested?	Wise runs a Merry Café for people living with dementia and the people who care for them. The sessions currently run twice month ly. Each session is varied with crafts and game s, however the most popular sessions are when we hire an entertainer. A grant would allow WiSE to book two musical entertainment sessions. We would like to invite you to one of these sessions to witness the transformation in both behaviour and mood that the musical sessions make to people living with dementia and their carer's. It is joyous!
8.	What will be the total cost of the above project?	£250.00
9.	If the total cost of the project is more than the grant, how will the rest be financed?	
10.	If your organisation has more money in their bank / on its balance sheet than the value of the grant you are asking for please explain what these funds are to be used for. <i>*The Town Council does not usually make an award to organisations who have significant financial reserves, so an explanation of funds held may help to explain your organisations' financial position and why it needs a grant from the Council.</i>	I enclose a copy of accounts for financial year 22/23. Due to the varied activities, events, advice and information provided for people over 60 in Wetherby much of the monies held are ring fenced. WiSE does not receive any local authority funding for the Merry Café and is funded purely from fundraising.
11.	Who will benefit from the project?	Residents in Wetherby and surrounding areas whose loved ones are living with dementia.
12.	Approximately how many of those who will benefit are residents of Wetherby?	30
Bank Account Details		
13.	Bank Name	Wetherby in Support of the Elderly
	Sort Code:	
	Account Number:	

Signed..... Date.....16/02/24.....



Independent Examiners Report

WISE – WETHERBY IN SUPPORT OF THE ELDERLY

Independent Examiner's Report to the Trustees

I report on the accounts of the Trust for the year ended 31 March 2023, which are set out on pages 6 to 10.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. [The Charity is preparing accrued accounts and I am qualified to undertake the examination by being a qualified member of The Association of Chartered Certified Accountants]

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5) of the 2011 Act; and
- To state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with s. 130 of the Charities Act 2011; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Graeme Peter Greenfield
G L Barker & Co LLP
Chartered Certified Accountants
49 Austhorpe Road
Cross Gates
Leeds
LS15 8BA

Signed 

Date: 31/01/23

Statement of Financial Activities

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023

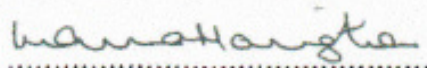
	Note	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
		£	£	£	£
Turnover					
Core funding		132,396	-	132,396	139,356
WISE Café		44,082	-	44,082	23,953
Hubs activities		12,740	-	12,740	3,609
CIN Gardening scheme grants		-	-	-	40,560
Dementia Café (was Meet up Monday)		-	46,500	46,500	24,108
Donations and grants		28,677	-	28,677	15,980
Household Support Fund		-	20,250	20,250	-
Covid grants		-	-	-	69,000
		<u>217,895</u>	<u>66,750</u>	<u>284,645</u>	<u>316,566</u>
Other income					
Employment allowance		5,000	-	5,000	4,000
Interest income		1,953	-	1,953	233
		<u>6,953</u>	<u>-</u>	<u>6,953</u>	<u>4,233</u>
Total Income		224,848	66,750	291,598	320,799
Expenditure					
Rent		3,233	-	3,233	5,817
Insurance		1,093	-	1,093	1,105
Café expenditure		17,980	1,304	19,284	10,649
Salaries		145,523	14,718	160,241	127,096
Social security		11,142	-	11,142	8,216
Pensions		2,946	-	2,946	2,288
Telephone and internet		213	1,340	1,553	1,642
Post printing and stationery		3,630	1,125	4,755	4,185
Advertising and marketing		1,890	1,104	2,994	4,761
Travelling		1,966	-	1,966	1,173
Hub activities expenditure		17,726	7,846	25,572	13,624
Wetherby hub expenditure		-	-	-	-
CIN gardening expenditure		-	21,862	21,862	33,422
Computer equipment and consumables		6,721	-	6,721	12,804
Cleaning		-	-	-	-
Covid expenditure		-	120	120	12,346
Subscriptions		206	-	206	188
Sundry expenses		5,400	-	5,400	591
Training		4,441	-	4,441	1,149
Accountancy fees		2,580	-	2,580	2,400
Bookkeeping		2,573	-	2,573	2,153
Legal & professional fees		2,165	450	2,615	2,821
Donations		700	2,000	2,700	-
		<u>232,128</u>	<u>51,869</u>	<u>283,997</u>	<u>248,430</u>

Notes to the Accounts

BALANCE SHEET AS AT 31 MARCH 2023

	Notes	£	2023 £	£	2022 £
FIXED ASSETS					
Tangible fixed assets				-	-
Current Assets					
Debtors and prepayments	5	2,587		1,436	
Cash at bank and in hand		<u>356,885</u>		<u>358,784</u>	
		359,472		360,220	
Current Liabilities					
Creditors	6	<u>4,568</u>		<u>12,282</u>	
NET CURRENT ASSETS			<u>354,904</u>		<u>347,938</u>
NET ASSETS			<u>354,904</u>		<u>347,938</u>
FUNDS					
Restricted funds			174,850		159,969
Unrestricted funds			<u>180,054</u>		<u>187,969</u>
			<u>354,904</u>		<u>347,938</u>

Approved by the trustees on
and signed on their behalf by:



N. HARRINGTON
Vice-Chair of the Trustees

Date : 17.10.2023



Wetherby Town Council

Annual **TOWN MEETING**

Invitation to the
electors of Wetherby.



6pm



8 April, 2024

Grand opening of the
Town Hall Foyer

Presentation of the
Town Council's Strategy



**AGENDA ONLINE AT
WETHERBY.CO.UK**





WETHERBY TOWN COUNCIL BUDGETS & GOVERNANCE COMMITTEE MEETING MINUTES

Date: Tuesday 13th February 2024
Time: 5.30pm
Location: Town Council Offices, Wetherby Town Hall, LS22 6NE

Present: Councillors Connor Mhall, Newcombe (Chair) and O'Byrne

In attendance: Iona Taylor, Town Clerk and RFO

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. Payments.

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

- 3.1 £2,149.40 – Kopan – Scaur Bank Playground Parts
- 3.2 £85.80 – AB Print Group Ltd – Uniform Jacket
- 3.3 £252.00 – The Code Store – Bike Station Replacement Tools
- 3.4 £1,520.00 – Madison James Associates Ltd – Jubilee Garden Wall Repairs (Surveyor Services)
- 3.5 £80.00 – Keighley Town Council – Mayoral Ball Tickets
- 3.6 £205.17 – Touchwood – Miscellaneous Supplies

Mrs reviewed the supporting documentation for a payment to a local supplier, noting that the invoice related to both invoiced and credited items. The Finance Assistant has worked to reconcile invoicing issues between Wetherby Town Hall CIO and Wetherby Town Council in relation to facilities related purchases.

4. Bank Reconciliations – deferred to next meeting.

5. Receipts – deferred to next meeting.

6. Next meeting.

The next, ordinary, meeting of this committee will take place on Tuesday 12th March 2024 at 5.30pm in the Town Council Offices, Wetherby Town Hall.

The meeting closed at 5.49pm

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



WETHERBY TOWN COUNCIL MINUTES OF THE PLANNING COMMITTEE MEETING

Date: Monday 19th February 2024
Time: 4.30 pm
Location: Micklethwaite Room, Wetherby Town Hall, Market Place, Wetherby, LS22 6NE .

Present: Councillor Bradley
Councillor Moss (Elected Chair)
Councillor Payne

In attendance: Rowann Fitzpatrick, Assistant Clerk.
1 member of the public

MINUTES

1. Election of the Chair.

Local Government Act 1972, s 15

In absence of the Chair, it was proposed by Councillor Payne and seconded by Councillor Bradley that Councillor Moss be elected as the Chair for the duration of the meeting.

2. Apologies.

Local Government Act 1972, s 85 (3)

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

3. Declarations of interest – None.

Local Government Act 2011, s 31

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

4. Public Participation – None.

Public Bodies (Access to Meetings) Act 1960, s 1 (3)

5. Mutes .

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

It was **AGREED** that the minutes from the Planning Committee meeting held on Monday 22nd January 2024 be accepted.

6. 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.

6.1 24/00614/FU | Single storey side extension | Badger Wood Glade Wetherby LS22 7XR

6.2 Any other applications received for consideration since Wednesday 17th January 2024.

6.2.1 24/00408/FU/NE | Retrospective change of use of site to a hand car wash with associated temporary buildings; construction of valet bays and temporary cabin | Land At York Road And Carr Lane Wetherby LS22 5EF

Due to the timing that this application was received prior to the meeting, it was **AGREED** to defer this item to the following planning meeting on **Monday 4th March 2024**.

7. To receive other planning applications.

The below applications were **RECEIVED** and **NOTED**.

7.1 24/00321/COND | Consent, agreement or approval required by conditions 5, 7, 16, and 25 to Planning Application 23/05112/FU | Land at Spofforth Hill Wetherby LS22 6SE.

8. Consultations on applications for works to trees.

Town and Country Planning (Tree Preservation) Regulations 2012

The below applications were **RECEIVED** and **NOTED**.

8.1 24/00324/TR | T1 Oak (quercus spp) - To draw in endweight of branches by 3 metres to stop branches from failing and snapping, crown lift to 2 metres to allow clearance from ground level, if left to grow the branches could eventually cause damage to the property This will help prevent the targets under and around the tree for example the path, road and car park which is in constant use. T2 Hawthorn (crataegus monogyna) - To fell and remove the tree down to ground level this will prevent the risk and likelihood of the tree failing and causing damage to residents and vehicles (targets) in adverse weather conditions. To let the laurel hedge establish and grow to fill in the gap that will be left from the removal of the dead hawthorn tree. As there is already a laurel tree established here, there is no need for a replacement tree to be planted in this area. However if a replacement tree is required there is space in a different area of the grounds on the property. | 1 The Beeches Wetherby LS22 6ST

It was **NOTED** that while Wetherby Town Council is not a consultee on applications pertaining to the works of trees, Committee members were of the mind that replacement trees should be planted wherever possible in the event that a tree is removed.

8.2 24/00548/TR | T1 Sycamore - Crown lift to 3 metres to allow clearance from ground level, if left to grow the branches could eventually cause damage to targets and the property. Draw in endweight by 1 metre on a few branches within tree. Remove deadwood within tree to prevent future failing branches and breaks. | 3A Ashfield Wetherby LS22 7TF

9. To receive updates from planning authorities.

A list of updates and outcomes on applications received from planning authorities was **RECEIVED AND NOTED**. Information can also be viewed online at: <https://publicaccess.leeds.gov.uk/online-applications/>.

It was **NOTED** that member of the public previously raised the refusal of planning application 23/05836/FU by Leeds City Council Planning Services with Ward Councillors, who requested that the application be re-reviewed.

10. Items for information – None.

11. **Date of next Planning Committee meeting.**

The next ~~me~~eting of the Planning ~~Com~~mittee will take place on ~~Monday~~ 4th ~~March~~ 2024 at 4:30pm in the Wetherby Town Hall.

The ~~me~~eting closed at 4:4 4pm

These ~~in~~utes were recorded and prepared by Rowann Fitzpatrick, Assistant Clerk.



WETHERBY TOWN COUNCIL MINUTES OF THE PLANNING COMMITTEE MEETING

Date: Monday 4th March 2024
Time: 4.30 pm
Location: Bramham Room, Wetherby Town Hall, Market Place, Wetherby, LS22 6NE .

Present: Councillor Bradley
Councillor Chapman
Councillor Moss
Councillor Whall (Deputy Mayor and Chair)
Councillor Payne (Mayor)

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

MINUTES

1. Apologies.

Local Government Act 1972, s 85 (3)

It was **RESOLVED** that apologies be received and reasons for absence accepted from Councillor Ager-Moss.

2. Declarations of interest – None.

Localism Act 2011, s 31

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

3. Public Participation – None.

Public bodies (Admission to Meetings) Act 1960, s 1 (3)

4. Mutes .

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

It was **AGREED** that the minutes from the Planning Committee meeting held on Monday 19th February 2024 be approved.

5. Consultations on planning applications.

Town and Country Planning Act 1990, Sch.1, para. 8

5.1 **24/00408/FU | Retrospective change of use of site to a hand car wash with associated temporary buildings; construction of valet bays and temporary cabin | Land At York Road And Carr Lane Wetherby LS22 5EF**

The Committee **NOTED** that this property had previously submitted an application seeking permission to retain the land and buildings for a hand car wash. This was objected to by the committee by reason that the committee did not believe the road and access arrangements were fit for purpose due to its proximity to the A1 flyover.

Following a proposal by Councillor Bradley, seconded by Councillor Chapman, it was **RESOLVED** by a show of hands with two abstaining, that the committee objects to the above application on the grounds that the road and access arrangements are not fit for purpose, noting that vehicle accidents have taken place on this stretch of road due to the short slip onto the A1 flyover.

This risk may also be exacerbated by the expected increase in vehicle traffic from the new Swinnow Park housing development (21/08506/RM) using Carr Lane and the access way from the A1 flyover to access the estate.

5.2 **24/00917/FU | Erection of outbuilding to side | 5 Raby Park Wetherby LS22 6SA**

It was **RESOLVED** that there are no objections to the above 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.

5.3 **24/00816/FU | Change of use to form first floor apartment | Bank House 11 North Street Wetherby**

It was **RESOLVED** that there are no objections to the above 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.

It was queried by Councillor Chapman whether there is adequate off-street parking for the additional residential properties and confirmed that parking was available at the back of the building.

5.4 **24/01005/FU | Demolition of garage, erection of two-storey side and rear extension; landscaping for provision of parking | 2 Orchard View Wetherby LS22 7QQ**

It was **RESOLVED** that there are no objections to the above 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.

5.5 **24/01001/FU | Single storey rear extension; first floor side extension; porch to front; garage conversion to habitable room space and detached garage to front with storage area | 12 Croft End Wetherby LS22 6XA**

It was **RESOLVED** that there are no objections to the above 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.

5.6 Any other applications received for consideration since *Tuesday 27th February 2024.*

5.6.1 24/00515/FU | New hardstanding and dropped kerb to front with boundary fence. | 27 Parsons Green Wetherby LS22 6RQ

It was **RESOLVED** that there are no objections to the above 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.

5.6.2 24/01008/FU | Retrospective application for pitched roof, over existing flat roof, to front and side | 42 Nidd Approach Wetherby LS22 7UJ

It was **RESOLVED** that there are no objections to the above 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.

6. To receive other planning applications.

The below applications were **RECEIVED** and **NOTED**.

6.1 24/00931/CLP | Certificate of Proposed Lawful Development for blocking up of window to front elevation; external wall insulation applied to house; new roof to match existing | 11 Linton Road Wetherby LS22 6SD

7. To receive updates from planning authorities.

A list of updates and outcomes on applications received from planning authorities was **RECEIVED AND NOTED**. Information can also be viewed online at: <https://publicaccess.leeds.gov.uk/online-applications/>.

It was **NOTED** that a letter regarding planning application 23/07368/FU was sent to the applicant requesting that they consider the amenity of local residents for the duration of the works outlined in the application.

8. Items for information – None.

9. Date of next Planning Committee meeting.

The next meeting of the Planning Committee will take place on **Monday 4th March 2024** at 4:30pm in the Wetherby Town Hall.

The meeting closed at 4:48pm

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

Iona Taylor

From: Lamb, Cllr Alan <Alan.Lamb@leeds.gov.uk>
Sent: 06 March 2024 09:33
To: Keith Blake; David Aspland; Nicholas Fawcett; Michael Corrigan; Tina Wormley; Dawn Payne
Subject: Leeds Call for Sites

<https://experience.arcgis.com/experience/ca37ce159a7649df8ec98c71e7df2063/>

Dear Colleague,

Please see the attached that I think you will find of interest.

I've sent it just to you as Chair's for now. It is publicly available but not something I intend to draw great attention to at this stage. I know that you will all appreciate that these are simply sites that landowners have put forwards for consideration for a variety of purposes, not necessarily just housing. The sites have no status and have had no assessment from officers yet.

I'd be happy to arrange an update for our Parish Councils, either individually or collectively on the progress of the Local Plan Update. We're arranging for Martin Elliot to come to a Parish Council Forum shortly as well.

It's worth reiterating that the view LCC officers have expressed throughout on housing numbers is that the current allocations in our area are already more than delivering the housing numbers expected up to 2040 and the city as a whole has a land supply of 7 years. Where there is a shortfall and pressure is for employment land. However, in our area, Thorp Arch Trading Estate is allocated for this purpose and should also meet the needs of our area.

As in previous plan making processes, I think it's crucial that our communities are working together and coordinating. We are in a much better place than last time these issues were on the table but we may still need to robustly defend our positions when the plan is in front of an Inspector as developers will undoubtedly argue that many sites across our communities should be included in the plan.

Please feel free to share this with your colleagues as you see fit. It is all in the public domain. I'm just keen not to alarm people as these processes are very lengthy and complex and some people will understandably react to a large piece of land on this map near where they live. The sites put forward are a very long way from being considered for development.

I hope this is helpful and feel free to come back to me with questions. I can talk about this through the next round of Town and Parish Council meetings if it would be helpful.

Many thanks,

Alan

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WETHERBY TOWN COUNCIL COMMUNICATIONS COMMITTEE MEETING MINUTES

Date: Tuesday 3rd October 2023
Time: 3.30pm
Location: Micklethwaite Room, Wetherby Town Hall, Market Place, Wetherby, LS22 6NE.

Present: Councillor Billie Ager-Miles (from 8.58pm)
Councillor David Frazer
Councillor Barbara Harphar (Chair)
Councillor Kazia Knight (until 4.44pm)
Councillor Jane Lavocah

In attendance: Iona Taylor, Town Clerk
Helena Briden, Communications & Events Officer (via video link)

MINUTES

- Apologies** – none.
Local Government Act 1972, s 85 (3)
- Declarations of interest in items on the agenda and requests for dispensations** – none.
Localism Act 2011, s 31
Members' Code of Conduct, para. 13 -18, 19-20
- Questions or comments from members of the public.**
Public bodies (Accession to Meetings) Act 1960, s 1 (3)
Whilst there were no specific questions or comments from members of the public, the newly appointed Communications & Events Officer was welcomed to the meeting via video link. They will formally take up their post on *Wednesday 1st November 2023*.
- Mutes of the last meeting.**
Local Government Act 1972, Sch 12, para. 41(1)
Councillor Harphar questioned the minutes of the last meeting which showed that the sole purpose of this meeting was to discuss the proposed renewal of the website.

Following a proposal by Councillor Knight, seconded by Councillor Frazer, it was **RESOLVED** that the minutes be amended to show that the focus, but not sole purpose, of this meeting should be the new website.

Members used the minutes as an opportunity to review other items of business relating to the Communications Committee not included on the agenda for this meeting.



WETHERBY TOWN COUNCIL COMMUNICATIONS COMMITTEE MEETING MINUTES

4.1. Newsletter.

The Clerk reported on three quotations received for the design of a 'house style' newsletter. The first edition to focus on an introduction to the council, together with a short biography of councillors. Subsequent editions would have a more news-based feel.

The quotations received were as follows:

- The CANDo Studio - £200 for first edition.
Would also want to produce an e-mail version.
Printing prices range from £96.35 for 1,000 copies on double-sided A4 to £508.56 for 5,000 copies of A4, 4 page, half-fold.
- Coreograph - £1,200 for first edition.
- Write Design & Print - £35 for first two pages, and £5 for every additional page.

It was **RESOLVED** to proceed with the The CANDo studio, based upon client testimonials and work examples on their website.

It was agreed that quotes should also be obtained for a second print run. A discussion was held about the size and folding of the newsletter, which should be optimised for distribution through letterboxes. A preference was expressed for A3 folded.

4.2. Surveys.

Arrangements for the public surveys were considered. Specific questions and formats will be agreed by relevant committees (Welcome to Wetherby and Markets), with this committee retaining an overview and also leading on the survey of residents.

Arrangements for conducting the surveys were considered, with volunteers and councillors being suggested to carry out the face-to-face questioning. Councillor surgery sessions could also be used.

It was **AGREED** that ID cards be provided to anyone who is carrying out the surveys to give confidence that they are acting in an official capacity.

5. Website.

5.1. Updates to existing site.

It was **NOTED** that the Clerk and Councillor Harphar have made some changes to the existing site, to simplify the wording and navigation on some pages.

The website will continue to be maintained until such time as the new one is up and running.

It was **AGREED** that people should be signposted to the website when they contact the council by telephone.

5.2. Requirements for replacement site.

It was **AGREED** that until such time as it becomes mandatory, the council should retain use of the .co.uk domain name and not change to .gov.uk



WETHERBY TOWN COUNCIL COMMUNICATIONS COMMITTEE MEETING MINUTES

5.3. Procurement of new website.

A tender document, used by another principal authority for the procurement of their website, was tabled by Councillor Harpham. It was **AGREED** that this should be reviewed at a workshop dedicated to the new website when a design brief will also be drawn up to inform the tender in preparation for the Communications & Events Officer progressing this item.

6. Next meeting.

It was **AGREED** that the next meetings be held on:

- 9th November 2023, 1.30 - 4pm – Website Workshop
- 15th November 2023, 3.30pm – Communications Committee

The meeting closed at 5.01pm

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



WETHERBY TOWN COUNCIL NOTES OF THE COMMUNICATIONS COMTEE MEETING

Date: Monday 22nd January 2024
Time: 7.00pm
Location: Bramham Room, Wetherby Town Hall, Market Place, Wetherby, L S22 6NE

Present: Councillor Fram
Councillor Mhall (Chair)

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

NOTES

1. **Apologies.**

Local Government Act 1972, s 85 (3)

Due to the non-attendance of councillors, the Committee meeting was inquorate and unable to proceed. A discussion on the items below was held in its place, with recommendations made to be presented for ratification at the next meeting.

It was **NOTED** that apologies and reasons for absence had been received from Councillor Lavocah . Apologies were received from Councillor Knight (received at 8:05pm), and Councillor Ager-Mills (received at 8:08pm) during the meeting.

2. **Declarations of interest** – None.

Localism Act 2011, s 31
Councillors' Code of Conduct, para. 13-18, 19-20

3. **Public participation** – None.

Public bodies (Accession to meetings) Act 1960, s 1 (3)

4. **Mutes**

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

The minutes of the Communications Committee meeting held on Tuesday 3rd October 2023 were **NOTED**.

5. **Matters arising from the last meeting** – None.

6. **Town Council resident surveys.**

Local Government Act 2003, Section 116

The Communications and Events Officer presented an example of a Town Council Resident and Business survey to committee members . It was understood that the example survey had been commissioned to help develop an Action Plan for the town.

Following a discussion, it was understood that as Wetherby Town Council already have a neighborhood plan and action plan developed, that the resident survey would not have sufficient purpose at this time . It was recommended that aspects of the residents survey could be recycled into the markets survey.

Commented [AC1]: Found in 2023 'next' folder

It was proposed that the Clerk write a recommendation from the Communications Committee discussion to the Markets Committee outlining the method and plans for the survey as discussed.

7. **Website.**

The Communications Committee members considered some of the features that might be required of the new website including:

- The use of WordPress for the website to better embed information such as upcoming events and questionnaires.
- The possibility of having a page dedicated to a business index for Wetherby businesses.
- The need for better mobile and tablet compatibility.
- The need for better compatibility with accessibility tools such as screen readers.

It was suggested that Wetherby Town Council's social media could be used to begin exploring what the public values in a website and what features the public would like to see on the new website.

As per the recently agreed action plan it was **NOTED** that the website is the Communications and Events Officer's highest priority in this area of work.

8. **Communications strategy.**

The Communications and Events Officer updated the Communications Committee members on the development of the communication strategy including workshops and training that have been attended.

The Clerk presented an infographic from Norington Town Council as an example of effective communication of Town Council responsibilities. Communications Committee members were of the opinion that a similar infographic could be utilised by Wetherby Town Council.

9. **Action Plan.**

*Local Government Act 1972, Section 144
(Paper Circulated).*

9.1. **Action plan.**

The contents and adoption of the action plan by Full Council approved on *Tuesday 12th December 2023* was **NOTED**.

9.2. **To note items relevant to the Communications Committee.**

After considering communication projects outlined in the action plan, it was recommended that the Communications and Events Officer's focus and prioritisation within this area of work is given to the development of the website and communications strategy.

10. **Communication and Events Officer updates.**

The Communications and Events Officer updated Communications Committee members on the needs and requirements of the Markets Committee's markets survey. After a discussion it was recommended that the aim of the Markets survey run by the Markets Committee and the Business survey run by Welcom to Wetherby overlap and could be combined for a more substantial and informative survey.

11. **Items for information.**

It was **NOTED** that the Communications and Events Officer will be meeting with the organiser of Wetherby 200 and will update on the outcome in the following meeting.

It was recommended that the focus of the next Communications Committee meeting should be on the development of the website. Examples of effective websites to be sent to Communications Committee members prior to the next meeting.

12. **Date of the next Communications Committee meeting.**

The date of the next meeting of the Communications Committee was
19th February 2024 at 7:00pm in Wetherby Town Hall.

noted as taking place on ~~Monday~~

The discussions concluded at 8:54pm

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



WETHERBY TOWN COUNCIL MINUTES OF THE COMMUNICATIONS COMMITTEE MEETING

Date: Monday 19th February 2024
Time: 7.00pm
Location: Micklethwaite Room, Wetherby Town Hall, Market Place, Wetherby, L S22 6NE

Present: Councillor Fram
Councillor Knight
Councillor Whall (Chair)

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

MINUTES

1. Apologies.

Local Government Act 1972, s 85 (3)

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

2. Declarations of interest – None.

Localism Act 2011, s 31

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

3. Public participation – None.

Public bodies (Admission to Meetings) Act 1960, s 1 (3)

4. Mutes

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

It was **AGREED** that the notes of the inquorate Communications Committee meeting held on Monday 22nd January 2024 be accepted.

5. Matters arising from the last meeting.

5.1. Recommendations of the Committee.

It was **RESOLVED** that recommendations made in the inquorate Communications Committee on Monday 22nd January 2024 be accepted.

6. Website

The Communications and Events Officer updated the committee on discussions and features for the website which were identified by online public consultation. The most notable requested features include:

- Clarity of the Councils responsibilities and links to key services.
- Clarification on what responsibilities are held by councillors and the Mayor.
- That the political affiliation of each councillor is clearly stated.
- Otley Town Council was identified as a good example of a website, in part due to the index of businesses.

The committee considered a number of websites that were identified as good examples of council websites including Ware Town Council, Norington Town Council, Otley Town Council, and Kirkby Lonsdale Town Council. The committee **AGREED** that the format and visual design used by Ware Town Council's website is particularly successful. The Clerk commented that the website not only meets the requirements prescribed by the local government transparency code, but also seems to provide an easily navigated balance of council, community, business, and visitor information.

The visual aid for council responsibilities utilised by Norington Town Council was also recognised as a strong feature which could potentially be replicated for Wetherby Town Council.

The committee **NOTED** that Town Hall branding needs to be more visible throughout the website – particularly in the app which was identified as requiring an update – to ensure a clearer and more cohesive visual identity. It was also raised whether the new website would be maintained and updated by Town Council staff or by an external contractor. It was **AGREED** for the Communications and Events Officer to contact Ware Town Council to advise on what operational and administrative tasks they adopted with the launch of their website.

It was **AGREED** that the Communications and Events Officer could progress with compiling a draft tender, based off the framework and discussions above, to be approved and sent out for quotation. Clerk to update councillors on the website's progress and pass on any additional feedback raised.

7. Communication and Events Officer updates.

The Communication and Events Officer updated the committee on the outcome of the markets survey recommendation made on Tuesday 23rd January 2024.

The markets survey will capture qualitative and quantitative data from members of the public, market traders, and local businesses, and will be launched over a period of 4 weeks throughout March 2024.

While some paper copies of the survey will be available to fill out on Thursdays as part of the Councillor surgery, the majority will be online, accessible via QR code, to minimize paper waste.

8. Items for information.

8.1. Information Bulletin.

Councillor Mhall queried whether there is a process in place to disseminate information to the public. The Clerk **NOTED** that an approach to the dissemination of information needs to be established, such as through an information bulletin, however a cohesive process to collate and disseminate bulletin information would need to be developed.

9. Date of the next Communications Committee meeting.

The date of the next meeting of the Communications Committee was confirmed as taking place on Monday 25th March 2024 at 7:00pm in Wetherby Town Hall.

The meeting closed at 8:32pm

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



WETHERBY TOWN COUNCIL MINUTES OF A MEETING OF THE STAFFING COMMITTEE

Date: Friday 16th January 2024
Time: 9.30am
Location: Town Council Offices, Wetherby Town Hall, LS22 6NE

Present: Cllr Harry Chapman
Cllr Norma Harrington (Chair)
Cllr Neil O'Byrne

In attendance: Iona Taylor, Town Clerk
Helena Briden, Communications Officer (item 11 only).

1. Apologies

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

2. Declarations of interest and requests for dispensations – none.

3. 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 confidential nature of the business to be transacted - the meeting be not open to the public during the session of items 7.2 and 11.

4. Minutes of the last meeting.

The minutes of the last meeting of the Staffing Committee, held on 4th December 2023, were **RECEIVED**.

5. Work Experience Placements

After considering a request from the Elliott Hudson College Boston Spa it was **AGREED** that Wetherby Town Council can offer up to two placements later in the year. One administrative based and one manual skills / facilities management based, or a combination based upon students preferences and skills.

It was noted that the offer of providing a work experience placement has previously been offered to Wetherby High School.

6. 2024 appraisals.

It was **AGREED** that the Clerk's appraisal be conducted first and that it be carried out by Councillor Harrington and another member of the Staffing Committee. The targets issued to the clerk, to be based upon the Council's recently agreed action plan will be reflected throughout all appraisals.

Other staff members' appraisals will be carried out by the Clerk and a member of the Staffing Committee.

It was **AGREED** that the March appraisals be used as an opportunity to confirm successful completion of probationary periods for new members of staff or identify requirements for improvement.

The Clerk commented on feedback from staff on the 2023 process.



WETHERBY TOWN COUNCIL MINUTES OF A MEETING OF THE STAFFING COMMITTEE

7. Facilities

7.1 Vacancy for Facilities Manager

The meeting considered feedback in relation to the recently vacated position of Facilities Manager. The outgoing staff member had indicated that at a more administrative based job description may be more appropriate to fulfil the council requirements for reporting to committees, progressing projects and administering a rigorous inspection and maintenance regime.

The meeting received a quotation from the Local Council Consultancy, which had carried out the staffing and structure review for the council in 2021, for the provision of a service to revise the job description and then recruit a new Facilities Manager / Administrator / Clerk (title to be determined).

It was **RESOLVED** that the quotation of £2,190 (excluding VAT and expenses) be accepted and funded through the cost saving of carrying a vacancy on this position.

7.2 Facilities related finance issues.

The meeting **RECEIVED AND NOTED** a report, prepared by the Finance Assistant, on work that has been carried out in recent months to rectify issues predominantly related to the invoicing of goods. Other issues, experienced since November 2022, have included obtaining utility meter readings to ensure accurate bills are received.

The Finance Assistant was thanked for the work that they have undertaken in relation to the rectification of these issues.

8. Action Plan

8.1 To note contents and adoption of Action Plan.

The contents and adoption of the action plan by Full Council on Tuesday 12th December 2023 was **NOTED**.

8.2 Items relevant to the Staffing Committee.

It was **NOTED** that the relevant points for the Staffing Committee relate to the completing the implementation of the Staffing and Structure Review and arranging for first aid training for all staff.

The training has already been successfully delivered and the 2024/25 staffing budget contains proposals to complete the implementation of the review.

9. 2024/25 Budget

9.1 2024/25 Staffing Budget

It was noted that the Town Council had approved the overarching 2024/25 budget at its meeting on 13th February 2024.

Detailed proposals for staffing in the next financial year were considered by members. The budget provided for total gross salary costs of £232,101.71, employer National Insurance contributions of £20,575.57 and employer pension contributions of £35,546.69. Costs of the self-employed finance assistant are also included in the budget.

It was **RESOLVED** that the staffing budget for the 2024/25 period be approved as proposed.

9.2 Implementation of Staffing Review.

The meeting **APPROVED** proposals for amendments to two members of staff's contracts which would see the completion of the implementation of the staffing review. These proposals will now be broached



WETHERBY TOWN COUNCIL MINUTES OF A MEETING OF THE STAFFING COMMITTEE

with the relevant staff members. If it is not possible to reach an agreement then further consideration by this committee will be required, otherwise the changes will be implemented.

10. Vexatious Policy

The meeting considered a template for a vexatious policy obtained from the Yorkshire Local Councils Associations.

It was **RESOLVED** that the policy be tailored to this council and then tabled for consideration by Full Council with this committee's recommendation of approval.

11. Correspondence with member of the public.

The meeting considered item of correspondence between a member of staff and a resident of Wetherby.

It was **RESOLVED** that a number of changes to working practices be made for the protection of staff and their wellbeing.

The Staffing Committee reiterated their support for members of staff and the work that they are doing.

12. Items for information – none.

13. Next meeting – to be convened as required.

The meeting closed at 10.32am

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



WETHERBY TOWN COUNCIL PROPERTY COMMITTEE MEETING MINUTES

Date: Monday 5th February 2024
Time: 5.30 pm
Location: Bramham Room, Wetherby Town Hall, Market Place, Wetherby, LS22 6LP
Present: Councillor Bradley
Councillor Chapman
Councillor Fram
Councillor Moss
Councillor Whall (Chair and Deputy Mayor)
Councillor Payne (Mayor)
In attendance: Iona Taylor, Clerk
Rowann Fitzpatrick, Assistant Clerk
Councillor Kazia Knight

MINUTES

1. Apologies.

Local Government Act 1972, s 85 (3)

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

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

Localism Act 2011, s31

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

3. Public participation – None.

Public bodies (Access to Meetings) Act 1960, s 1 (3)

4. Mutes .

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

The minutes of the last Property Committee meeting, held on the Tuesday 28th November 2023, and approved at Full Council on Tuesday 12th December 2023, were **RECEIVED**.

5. Matters arising from the last meeting.

5.1 Bath House Improvements.

The committee received a verbal update on making improvements to the Bath House. It was **AGREED**, as per the action plan, that it is not an immediate priority however the project has been provisionally scheduled for 2027/28.

6. Facilities report.

The Committee were updated on the management of Wetherby Town Council's property. Notable mentions include:

Bridgefoot Gardens

The Council is waiting on quotations to remove the tree at Bridgefoot gardens. Due to the busy traffic in that area, the removal of the tree may be more difficult and costly.

Young Offenders Institute

It was **NOTED** that the Clerk has continued communications with the Young Offenders Institute to identify suitable and safe Wetherby Town Council sites for young Duke of Edinburgh scheme volunteers to work on. The following sites were suggested:

- Clearance around graves and paths in the Cemetery
- Scaur Bank (Himalayan balsam picking).
- Shaw Barn Croft (general maintenance).
- Garden of Rest (weeding and gardening).
- Bridgefoot Gardens

Mason Field.

Tree number 281 is leaning heavily to one side. It was noted that the council's usual arboriculturist has been asked to look at it next time they are in Wetherby, but no immediate concerns have been identified by the usual ground's maintenance contractor.

Scaur Bank.

It was noted that there has been reports from the public of damage to the roundabout track play equipment. Largely that the play equipment's concrete feet have begun to come out of the ground, creating a tripping hazard. It was **NOTED** that at the time of installation, this equipment had been correctly installed however additional bark chippings are required to remove the tripping hazard.

Jubilee Gardens.

The Facilities Caretaker noted that some subsidence may have created a small dip in the path by the river of Jubilee Gardens. It was understood that this is a longstanding issue, and that further erosion should be monitored in that area.

Cemetery.

It was **NOTED** that tree works within the Cemetery have been completed.

Menium Field.

The Clerk has requested that crushed limestone be used to restore entrances and muddy sections of the paths at this location. This is as a temporary repair until the future management of the site has been determined.

Raby Park.

It was noted that previously, part of the fence alongside Raby Park Road had been repainted however it has since rotted. The council's grounds maintenance contractor has replaced the damaged fencing and removed any ivy from the wall along Westgate Road.

Nidd Approach.

Some areas of fencing around Nidd Approach have begun to show signs of rot. The Clerk has asked for a quotation to replace the damaged fence.

Sandringham Park.

Debris around the park was cleared in early January. Wicksteed has been commissioned to carry out inspections on all Council owned parks, bike tracks and fitness equipment in early March, including the playground at Sandringham Park.

Walton Road.

Tree planting along Walton Road has had positive progression. The Council is now waiting on the grant offer to come through prior to ordering the trees required for planting. Once the grant offer has been received the order will be placed and neighbours will be updated on the plans.

Tree Survey.

Following the tree survey completed last year, a quotation for all recommended tree work costs has been requested from the council's grounds maintenance contractor.

The Clerk requested that an update on the tree works is added to the agenda for the next meeting.

7. Sandringham Park playground.

After a lengthy discussion, it was **RESOLVED** that EiBE be appointed as the council's preferred supplier for this project.

Comments from the public highlighted that the tender was well designed for young children which was one of the main aim for the playground. This notion was mirrored by a representative of the Friends of Sandringham Park, who agreed that the park should be intended towards a younger audience.

While KOPAN received the highest number of public votes and was the third preferred tender for the committee, the committee was of the mind that this tender did not make the best use of the site or funds.

The current estimated cost for EiBE's tender is £157,683. While the Council has already secured some funding, grants and external funding sources will need to be identified for the remaining deficit. The Clerk requested that Committee members aid in applying for grant funding where possible.

It was proposed by Councillor Moss and seconded by Councillor Chapman that EiBE's tender is progressed. A new quotation will be received once the tender is reviewed, and any proposed changes are made.

8. Ecological enhancement proposal.

As proposed by Councillor Chapman and Seconded by Councillor Frampton, the committee **AGREED** to progress with the Middleton Bell Ecology's third suggestion of developing a meadow on the south side of Sandringham Park to help offset ecological impacts of building proposal development 23/02860/FU.

It was understood that the initial development and planting would be paid for by the developer, however maintenance of the site would be Wetherby Town Council's responsibility.

It was **NOTED** that a representative of the Friends of Sandringham Park stated that they were happy with the proposal.

9. Garden of Rest proposal.

A proposal from St James' Parish was received to plant up to 6 defensive trees on the Garden of Rest's boarder with Tetley Field, with the aim to help reduce trespass.

It was understood that St James's would pay for the costs of the trees, at £35 per tree.

It was proposed by Councillor Moss and seconded by Councillor Bradley that the committee are pleased to accept this proposal with the caveat that the defensive trees are a native species such as Hawthorn or Blackthorn, in line with our biodiversity aim and that the trees are sourced through our maintenance contractor for the Garden of Rest.

10. Removal of Railings.

The Committee was informed of need to remove corroded metal railings at Scaur Bank. The Facilities Caretaker has attached wooden boards around corroded ends as a temporary solution to remove the risk of injury to the public.

Following a proposal by Councillor ~~Ms~~ , seconded by Councillor ~~Fram~~ , it was **RESOLVED** that the corroded railings be ~~remov~~ed.

11. Changes to the new section of the Cemetery.

The ~~Comtee~~ received a report on the proposed changes to the sizing of interment plots in the new section of the Cemetery.

The proposed changes were **APPROVED**.

12. Action plan.

Local Government Act , Section 144

12.1 Action Plan.

The contents and adoption of action plan by Full Council approved on *Tuesday 12th December 2023* was **NOTED**.

12.2 Action and development plan.

Actions within the action and development plan were **RECEIVED** and **NOTED**.

13. Property budget.

13.1 To consider performance against budget for 2023/24 financial year.

It was **NOTED** that the Property cost centre was underbudget part way through the financial year, however it is expected to be on budget by the end of financial year due to a number of significant expenditures, such as playground repairs after vandalism which were not reflected in the ~~id~~ - year monitoring report.

The ~~Comtee~~ was also informed that tool costs were over budget by approximately £500. These costs include the purchase of new tools required for the facilities caretaker. However, this overspend was covered by the income produced through the sale of surplus tools used by the previous cemetery superintendent.

13.2 To consider budget requirement for 2024/25.

It was **AGREED** that the budget for the 2024/25 financial year will be drawn up based on continuing current existing arrangements for the next financial year, including:

- The ongoing use of the Town Council van.
- Existing grounds maintenance arrangements .
- Allowing for additional tree works.
- Ongoing grass cuttings, including an expected 5% increase in costs.

14. Items for information.

14.1 Hedgehog Highway project.

Information on the Hedgehog Highway project by Hedgehogs R Us was **RECEIVED** and **NOTED** by the ~~comtee~~.

14.2 Bridge lights.

A request to remove the lights on Wetherby Bridge in order to complete an inspection of the bridge was received on *Tuesday 30th January 2024* however it was **NOTED** that this was not within the responsibility of the Wetherby Town Council.

15. Next meeting.

The next meeting of the Property ~~Comtee~~ will take place on ~~Monday~~ 4th ~~March~~ 2024 at 5:30pm the Wetherby Town Hall.

The meeting closed at 6:38pm

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



WETHERBY TOWN COUNCIL MINUTES OF THE WELCOME TO WETHERBY COMMITTEE MEETING

Date: Tuesday 13th February 2024
Time: 3.30pm
Location: Micklethwaite Room, Wetherby Town Hall, Market Place, Wetherby, L S22 6NE.

Present: Councillor Ager—Ms
Councillor Buckle (Chair)
Councillor Harrington
Councillor Lavocah
Councillor Smith

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

MINUTES

1. **New Councillor**
New Councillor and Committee member, Councillor Elaine Smith, was welcomed to the meeting.
2. **Apologies** – None.
Local Government Act 1972, s 85 (3)
**The Clerk joined the meeting at 3:33 pm*
3. **Declarations of interests and requests for dispensations** – None.
Localism Act 2011, s 31
Members' Code of Conduct, para. 13-18, 19-20
4. **Public participation** – None.
Public bodies (Admission to Meetings) Act 1960, s 1 (3)
5. **Mutes** .
Local Government Act 1972, Sch 12, para. 41(1)
It was **AGREED** that the minutes of the Welcome to Wetherby meeting held on Tuesday 9th January 2024, and to be approved at Full Council on Tuesday 13th February 2024, be accepted.
6. **Matters arising from the last meeting** .
 - 6.1. **Business surveys.**
It was **NOTED** that, as per the recommendation sent to the Markets Committee from the Communications Committee on Tuesday 23rd January 2024, that the Markets survey will be taking precedence. The Business surveys will be on hold while the Markets survey proceeds.

The recommendation outlined that the Markets survey will capture data from three angles: from members of the public, from local businesses, and from Wetherby market traders.

While most surveys will be completed online, councillors were asked if they could provide in-person aid to members of the public who wish to fill in a paper-based survey as part of their councillor surgery duties.

7. **80th Anniversary of D-Day.**

Local Government Act 1972, Section 144

Councillor Ager-Mills confirmed that she had received new quotations for Skylights to use as part of the 80th anniversary of D-Day. Quotations to be shared with committee members post meeting.

It was raised by Councillor Ager-Mills that there may be training or regulations to consider, in order to ensure the sky lights are safely operated. Clerk to check that the Town Hall meets all the requirements and safety regulations to ensure the Town Council would be covered if staff operated the skylights.

The Communications and Events Officer confirmed she will be meeting with a representative of the Royal British Legion to discuss how we can support them with the provisions for the 80th Anniversary of D-Day.

8. **Bonfire Night.**

Local Government Act 1972, Section 144

The Communications and Events Officer updated the committee on the provision of the Funfair and Fireworks Event which replaced the 2023 Bonfire Night.

Of note is that Leeds City Council Parks and Countryside raised concerns at the event finishing past 9pm. Committee members commented that events have run past 9pm previously. Councillor Harrington to work with the Communications and Events Officer to consult with Leeds City Council Parks and Countryside on this issue.

It was **AGREED** that the Communications and Events Officer should check the cancellation costs involved, in the event that the Funfair and Fireworks Festival is unable to progress.

It was **NOTED** that Leeds City Council SAG has marked the event as a medium risk event due to the expected attendee numbers.

9. **Wetherby 200.**

Local Government Act 1972, Section 144

The Communications and Events Officer has continued to meet with the civic society and attend Wetherby 200 meetings to discuss the Wetherby 200 event. It was raised that a projector could be bought for approx. £2,200 used to project relevant imagery onto the Town Hall as part of the event. Each custom slide to project different images costs a couple of hundred pounds.

It was **NOTED** that the idea was well received by members of the civic society and Wetherby 200 meetings. It was **AGREED** that the Communications and Events Officer will consider image options for projection slides, confirm costs and funding options.

Councillor Smith raised that she would like to start a 'Knit and Knatter' group in the Town Hall with the aim to create knitted poppies and decorations to exhibit outside the Town Hall as part of the November renaissance celebrations. Councillor Smith to arrange room hire with the Wetherby Town Hall.

10. **Items for information.**

10.1. **Better Wetherby January Newsletter 2024.**

The correspondence from Better Wetherby's January 2024 newsletter was **RECEIVED** and **NOTED**.

10.2. **Wetherby Mps.**

It was **NOTED** that new town maps have been printed at £35 per map and are in the process of being installed around Wetherby. The Town Council's Grounds Maintenance contractor has been requested to help with installation of some of these maps, where map stands require more than one person to safely install.

The changes to the ~~ap~~ that have been raised by the public, including the clarity of access into Wilderness Car Park and the second one-way access into Wetherby ~~M~~ rrisons Car Park were **RECEIVED** and **NOTED** by the ~~comtee~~.

The printing of the new leaflets is on hold until information on the Parking consultation has been received.

11. Next meeting.

The next ~~me~~eting of Welcomto Wetherby was confired to take place on *Tuesday 12th ~~M~~rch 2024* at 3:30pm in Wetherby Town Hall.

The ~~me~~eting closed at 4:18pm

These ~~in~~utes were recorded and prepared by Rowann Fitzpatrick, Assistant Clerk.

WETHERBY TOWN COUNCIL MINUTES OF THE MARKETS COMMITTEE MEETING

Date: Thursday 15th February 2024
Time: 3.00 pm
Location: Mklethwaite Room, Wetherby Town Hall, Market Place, Wetherby, LS22 6NE

Summons: Councillor Bradley (Chair)
 Councillor Buckle
 Councillor Moss
 Councillor Riddell (from 3:00 - 7pm)

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

MINUTES

1. **Apologies** – None.
Local Government Act 1972, s 85 (3)
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 (Access to Meetings) Act 1960, s 1 (3)
4. **Mutes** .
Local Government Act 1972, Sch 12, para. 41(1)
 The minutes of the Markets Committee meeting held on the Thursday 18th January 2024, as approved at Full Council on Tuesday 13th January 2024, were **RECEIVED** and **NOTED**.
5. **Matters arising from the last meeting** – None.
 - 5.1 **Motion.**
 It was **NOTED** that the motion to revisit the decision to hold Markets Committee meetings at 3pm on the third Thursday of the month did not receive enough signatures to proceed.
 - 5.2 **Communication with market traders.**
 Following discussions from the previous Markets Committee meeting, a ballot box has been installed to provide additional avenues for traders to raise questions to Markets Committee. The Assistant Clerk also collated approval from market traders to send Markets Committee meeting agendas to them prior to the meeting. This will allow traders time to familiarise themselves with topics of discussion and submit comments prior to the meeting.
 - 5.3 **Parking on Market days.**
 The Committee received notification from a local business of a traffic collision on the junction between Cross Street and the Shables. It was suggested this could have been due to the proximity of parking bays to the junction.

 Ward Councillors have been informed of the incident.

*Councillor Riddell joined the meeting at 3:07pm

6. Survey.

Local Government Act 2003, Section 116

It was **NOTED** that the Markets Committee received a recommendation for survey proposal from the Communications Committee on Tuesday 23rd January 2024.

The survey proposal outlined that the Markets survey will capture qualitative and quantitative data from 3 angles: from members of the public, from local businesses, and from Wetherby Market traders.

The majority of surveys will make use of QR codes to allow for data capture through Microsoft Forms to reduce the manpower and costs required to administer the survey. However, paper copies will also be provided, with Councillors providing in-person aid to members of the public filling out paper-based surveys as part of their councillor surgery duties.

In order to reach the widest number of respondents, the survey will be advertised through posters displayed in shop windows, A5 fliers to be handed out to members of the public, online via the Wetherby Town Council website, and through social media.

It was **AGREED** that Councillor Buckle would head conversations with local businesses, in order to maximise survey responses.

The tentative timescale is as follows:

- Launch the survey on 29th February 2024.
- Survey period of 4 weeks.
- Close survey period: 28th March 2024.
- Analyse and publish data: April/May 2024.

It was proposed by Councillor Buckle and seconded by Councillor Riddell that the committee progress with the survey as outlined in the proposal.

7. NABM Diagnostic Tool.

The NABM Diagnostic Tool was **RECEIVED** and **NOTED** by the committee.

The Committee was informed that the diagnostic tool aims to help ensure markets are fit for purpose. As responses from the Markets survey may help inform answers to the diagnostic tool, it was **AGREED** that committee members would work collaboratively on the diagnostic tool throughout the Markets survey period and consider responses after completion of the survey.

8. Market Licence.

Food Act 1984, Section 50 - 52

The committee considered the implementation of a new licence agreement for market traders at Wetherby Market. This new agreement would allow for trader payments to be made via direct debit, which is easier and safer for traders. Introducing schemes to help encourage retention of traders, such as a one-off reduced fee for consecutive attendance, was also considered to be added to the new agreement.

It was **AGREED** for the Clerk and Communications and Events Officer to begin researching requirements for the new licence agreement and make recommendations in a future meeting.

9. Items for information.

9.1 Referral Scheme.

The Communications and Events Officer discussed the possibility of implementing a referral scheme to encourage new stall holders on the market.

*Councillor Buckle left the meeting at 3:48pm

9.2 Wetherby Easter Market

The Committee discussed organising activities as part of the market over the Easter holidays. It was **NOTED** that activities such as an egg hunt on each market stall, a facepainting stall, a jewellery making workshop, and a weekly treasure trail were popular in previous years and could be replicated.

Costs for these activities would be initial, mostly constituting of printing costs for posters, activity sheets, and 2 banners – of which a plastic free alternative should be considered.

Committee members commented that they would like to see similar activities take place as part of the market for each holiday: Easter, Summer, and Christmas.

As proposed by Councillor Riddell, and seconded by Councillor Moss, it was **AGREED** for the Clerk to begin arranging these activities.

10. Date of next Markets Committee meeting.

The next meeting of the Markets Committee was confirmed to take place on *Thursday 21st March 2024* at 3:00pm in the Wetherby Town Hall.

The meeting closed at 4:05pm

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



WETHERBY TOWN COUNCIL TOWN HALL MANAGEMENT COMMITTEE MEETING MINUTES



Date: Monday 22nd January 2024
Time: 5.30 pm
Location: Micklethwaite Room, Wetherby Town Hall, Market Place, Wetherby, LS22 6NE

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

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

MINUTES

1. **Apologies** – None.

Local Government Act 1972, s 85 (3)

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, s1 (3)

4. **Mutes** .

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

The minutes of the Town Hall Management Committee meeting held on Monday 4th December 2023, as approved by Full Council on Tuesday 12th December 2023, were **RECEIVED**.

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

5.1 **Soup Kitchen.**

It was **NOTED** that interest in supporting the implementation of a soup kitchen has been expressed by 'Wetherby in Support of the Elderly' (WISE) and a local food bank. However more consideration is needed to be given to the logistics of running it.

Clerk to continue considering provision and funding opportunities.

6. **Facilities Management** .

6.1 **Facilities Manager Report** .

The contents of the report from the Facilities Manager was **RECEIVED** and **NOTED**.

6.2 **Items raised in the last meeting.**

It was **NOTED** that the Facilities Manager has left the role and as such, there were no items to update on at this time .

6.3 **To receive and consider latest inspection reports and PPM Tracker.**

The committee was informed that the Facilities Caretaker has taken over the PPM Tracker and it is working through it while the Clerk is working on updating the most recent inspection spreadsheet.

It was **AGREED** to receive an update on these items in the following meeting on **Monday 19th February 2024**.

7. Refurbishment Works.

7.1 To consider payment of invoices from Aaron Access Ltd.

It was **NOTED** that the final invoice from Aaron Access Ltd, with offered reduction in price, came to £27,087.98 plus VAT.

It has also been noted that since the works have been completed, the ceiling tiles within the Town Hall appear to have been damaged, which has resulted in some tiles falling or being removed.

As proposed by Councillor Newcombe and seconded by Councillor Chapman, it was **AGREED** that the Clerk responds to Aaron Access to query the damage to the ceiling tiles and request that final invoice needs to be resubmitted with the corrected date, and detailed itemised list, explicitly stating the breakdown of payment.

7.2 MP Renovations and Electrical Contractors Leeds Ltd.

It was **NOTED** that as agreed and signed off, the payment for MP Renovations and Electrical Contractors Leeds Ltd has been paid.

*Assistant Clerk left the meeting at 6:08pm

*Assistant Clerk rejoined the meeting at 6:09pm

7.3 Roofing works.

The Committee were informed that from initial checks, it appeared that the source of the leak originates from the join between the flat roof and the pitched roof. Quaker roofing quoted £530 for an in-depth check to ensure the leak is resolved.

It was proposed by Councillor Moss and seconded by Councillor Newcombe that the council progress with the check.

8. Electrical Test Reports.

The Committee were informed that while the test report from C Electricals came back fine, concerns were raised during the testing of the emergency lights, with 24 lights failing since the last 5-year report.

It was **AGREED** for the Clerk to begin getting quotations for a new electrical 5-year report, the repair of 24 emergency lights, and survey of electrics.

9. Town Hall artworks workshop.

The Art workshop was held at 5pm on **Monday 22nd January 2024**. Proposed changes to arrangement of artwork within the Town Hall were received.

Of note, is that the Royal family tree will not be redisplayed due to its being damaged and out of date.

It was **NOTED** that councils can apply for the new portrait of his Majesty the King in February and **AGREED** that this could be erected in the corridor in place of the family tree.

All in favour to the proposed changes. One abstained due to preference of keeping the walls clear.

10. Energy Audit.

The Energy Audit was **RECEIVED** and **NOTED** by the committee.

It was noted that the Town Halls current energy rating is C. Recommendations to improve the rating from the previous Facilities Manager were received.

It was **NOTED** that the installation of the automatic door will improve insulation and aid in reducing heating costs.

11. Finance.

11.1 List of payments.

Councillors **RECEIVED** and **NOTED** invoices of payments made between Tuesday 5th December 2023 and Monday 22nd January 2024. Of note are the following payments:

- IB3 12-23 – Pickering Lifts - £1047.84.
- IB16 12-23 – MP for plastering works - £9,860.00.
- IB4 12-23 – Amazon for Cordless vacuum cleaner - £254.98.
- IB19 01-24 – Drone footage for roofing inspection - £69.00.

It was proposed by Councillor Chapman and seconded by Councillor Payne that these payments be accepted.

11.2 Bookings and Financials.

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

11.2.1 Profit and loss accounts.

11.2.2 Income and expenditure reports.

11.2.3 Summary of bookings.

It was **NOTED** that there is a slight error in the summary of bookings dates. The Committee received an up-to-date version of the summary.

NOTED that usage of the Town Hall was higher in November than in December. Likely due to less hirers over the Christmas period.

12. Charging policy.

It was **NOTED** that the motion to review the decision to charge the Wetherby & District Branch of the Royal British Legion and St. James Parochial Church Council for their use of rooms did not receive enough signatures to proceed.

13. Action Plan.

Local Government Act 1972, Section 144

13.1 Action Plan.

The contents and adoption of the Action plan by Full Council on Tuesday 12th December 2023 was **NOTED**.

13.2 To note items relevant to the Town Hall Management Committee.

It was **NOTED** that funds have been used for internal works to the Town Hall however it is still undecided when the roof and boiler will need replacing.

13.3 Consultation on future events.

The Committee was updated on current maintenance requirements of the building, including the need for immediate repairs to the roof to stop leaks, the need to source funds to cover the boiler, and longer-term plans such as the replacement of the roof. It was **NOTED** that no consultation is needed at this time but that the committee should be kept informed of maintenance projects.

The current priority for the Town Hall is to complete the window refurbishment and finishing the internal decorations.

14. **Items for information** – None.

15. **Next meeting.**

The date of the next meeting of the Town Hall Management Committee was confirmed as being on Monday 19th February 2024 at 5:30pm in the Wetherby Town Hall.

The meeting closed at 6:51pm

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