



WETHERBY TOWN COUNCIL

# COUNCIL STRATEGY

2023-2028

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## **CHAIR'S FOREWORD**

2023 presented Wetherby Town Council with a unique set of circumstances.

After recovering from the impact of Covid-19 the council undertook several key pieces of work, notably a complete staffing and structure review carried out by the Local Council Consultancy.

All out elections in May 2023 gave the new group of fifteen town councillors a mandate to move forward with implementing the results of the review.

This has been combined with planning for the sustainable future of the council's property portfolio, including the Grade II listed Wetherby Town Hall, preparing for the challenges presented by the climate and biodiversity emergency and continuing as custodian of Wetherby's charter market and other vital services in the town.

This document sets out the council's ambitions for the current term of office and beyond, with the vision of being 'bold, open and trusted' on behalf of the electors of Wetherby.

**Councillor Dawn Payne**  
**Mayor of Wetherby**



# **Mission Statement**

Wetherby Town Council will be an efficient council, working to make Wetherby a fair, inclusive and high quality sustainable place to live and work and will strive to maintain and enhance its character as a genuine market town.

# The Process

**2012**

Wetherby Town Council instigated the process of creating a Neighbourhood Plan in 2012. The plan was developed and shaped by an incredibly hard working and talented group of volunteers with a variety of skills and backgrounds from across the Wetherby community, culminating in the document being approved at a public referendum in early 2020.

The Wetherby Neighbourhood Plan now plays an important role not only in the planning process in this area, but also as a publicly mandated guide for the work of the Town Council.

**2019**

In November 2019 Wetherby Town Council declared a climate emergency and, following a well attended public meeting, proceeded to draw up an action plan. Actions already implemented by the council include carrying out a climate impact assessment for all decisions it makes and auditing the Town Hall's energy performance.

A climate emergency working group was constituted, subsequently converted to a committee of the council and progress against the action plan monitored.

The council has now agreed that climate and biodiversity emergency considerations should be incorporated into every aspect of the council's work, with the committee being disbanded and an emphasis placed on monitoring and action in every decision.

**2020**

In May 2020 a firm of chartered surveyors who specialise in historic buildings was appointed to carry out a comprehensive review of the condition of the building. The report was in 'quinquennial' format, indicating the location and extent of each defect, a suggested repair/remedial action or making safe works required, and finally a budget estimate for works, prioritised over a 5-year period.

This gave Wetherby Town Council an indication of the extent of the works, and funding required to secure the future of this important town-centre building.

Two initial phases of works have now been concluded including stabilising repairs to the external stonework and refurbishment of the main entrance area.

2021

In November 2021 the council began the process of consolidating work on property and asset related projects. A working group considered and prioritised the list of 58 items, ranging from those with immediate health and safety implications to the 'nice-to-have' projects such as improved cycle storage or new noticeboards. The total cost of all identified works and projects exceeded £750,000.

The scale of the task at hand was evident, especially when considered in relation to staffing changes such as the retirement of the Cemetery Superintendent following over 40 years of dedicated service to the council.

2022

In June 2022 the council commissioned the Local Council Consultancy to review its staff structure, roles and pay grades.

Desk-based research and analysis of the current structure, service delivery and job roles was combined with input from existing members of staff and councillors.

The results of this review were wide ranging and reflected the Council's desire to plan to ensure it has the right staffing structures in place to fulfil its long term objectives.

The council resolved to accept and support the recommendations in the report and work towards their implementation in full.

Contemporaneously, the council's Markets Committee also produced a scoping document titled 'Market Rejuvenation & Supervision Project' setting out a plan to work towards securing the future of the town's historic weekly market.

2023

The Council's main source of income is the precept, which is money collected by Leeds City Council through the council tax. Whilst Wetherby Town Council had sought to keep the precept as low and stable as possible, there came a point where it needed to be significantly increased to continue providing and expanding its services in line with the wishes of, and feedback from, residents.

Wetherby Town Council increased the precept from £298,960 to £540,000 for the 2023/24 financial year.

**Since the elections to the Town Council in May 2023, councillors and staff have worked together to build on the work already instigated and produce a cohesive strategic plan to direct work over the next four years and provide a foundation for the future.**

# The Plan

## HOW IS THE PLAN MADE UP?



The first section is an overarching strategic plan for each of the four key areas of the council's work. These set out our visions, how we will work towards achieving them and our timescales for doing so.

Sitting behind these four strategic outlines are more detailed plans, setting out specific actions, costs and allocating responsibility for delivery.



They incorporate the previously identified requirements for the council's property portfolios, the policies from the Neighbourhood Plan, outstanding items from the climate action plan and, perhaps most importantly, suggestions received from electors.

These are maintained and used as a working document by the council, with agreed priorities for each of the actions. Projects have been allocated for progression in each of the civic years between now and the next elections.

## HOW WILL WE MONITOR PROGRESS AGAINST THE PLAN?



The agenda for each monthly Town Council meeting will include an item to receive an update on progress against the agreed plan. Every meeting of the council, and its committees, are open to the public.



The annual meeting of the council, convened in May each year, will provide an opportunity for the council to carry out a review of the progress being made.

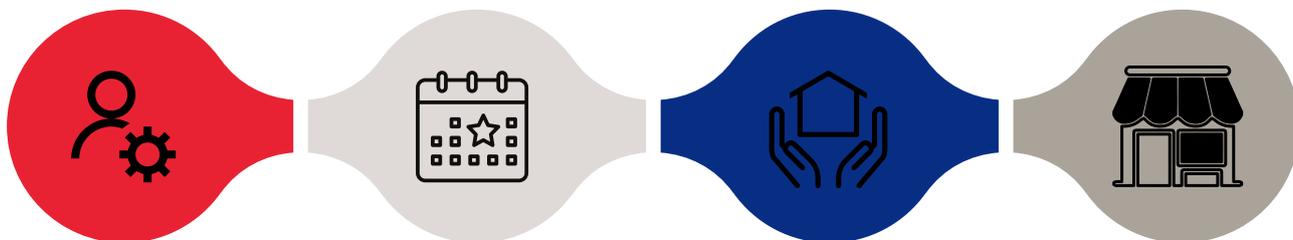


The council will report to electors on the progress being made at the Annual Town Meeting, convened between 1st March and 1st June each year.

Progress will also be documented in the council's annual reports.

# Our Work

The work of the council can be divided in to four key areas:



**Council & Admin.**

**Events**

**Property**

**Markets**

We have an agreed strategy for each of these four areas.

There are four important themes that run throughout our work:

Communication

Staffing & Resourcing

Climate & Biodiversity

Finance

We have incorporated the themes throughout our detailed action plans.



# Council & Administration

**The efficient, effective & responsible running of Wetherby Town Council in discharging its duties and functions. Attaining Local Council Award Scheme status.**

## **WHAT DOES THIS MEAN?**

- Being open, transparent and responsive.
- Efficient management.
- Having appropriate staffing and committee structures.
- Maintaining an accessible and efficient office.
- Ensuring compliance with legal and statutory obligations.
- Encouraging young people to understand and participate in the work of the council.

## **HOW WILL WE DO THIS?**

- Making best use of available technology.
- Establishing, maintaining and publicising office hours.
- Complete staffing and structure review.
- Facilitating ongoing training needs.
- Conduct public consultation from time to time.
- Develop and adopt an effective communications policy.
- Establish youth forum to initially convene twice a year.

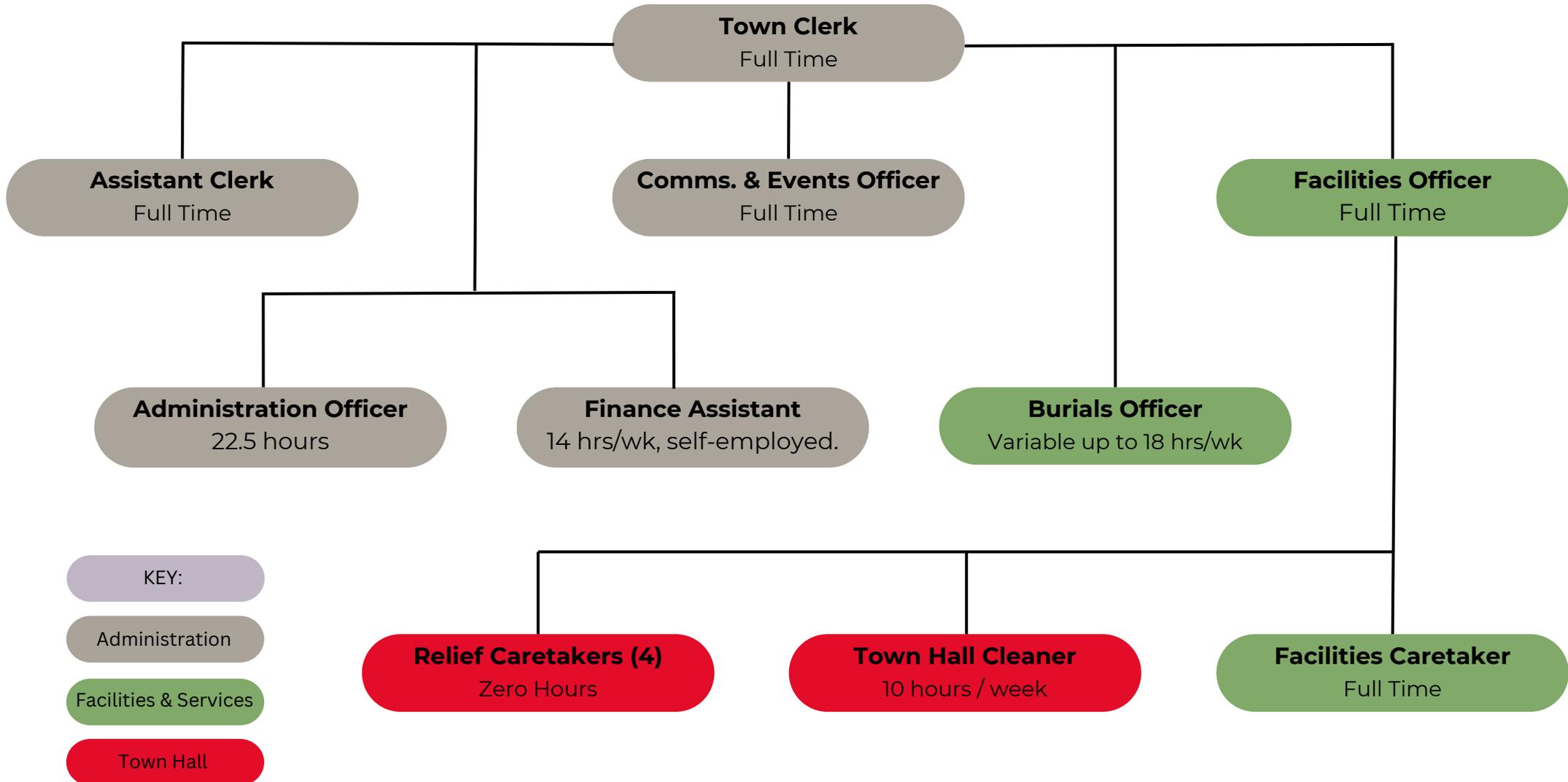
## **WHEN WILL WE DO THIS?**

- Years 1 to 2 (May 2023 to May 2025) - complete the current restructure.
- Years 3 to 5 (May 2025 to May 2028) - Review the Neighbourhood Plan.



Wetherby Town  
Councillors  
June 2023

# Staffing Structure





# Property

**To maintain, adapt and enhance the council's assets for all people who live and work in and visit Wetherby.**



## **WHAT DOES THIS MEAN?**

- Maintaining and maximising the potential of the council's assets.
- Ensuring compliance with legal and statutory obligations.
- Operating a robust pre-planned and reactive maintenance programme.
- Promoting and maintaining Wetherby Town Hall as a community hub.
- Procuring and releasing assets in accordance with the agreed objective.

## **HOW WILL WE DO THIS?**

- Providing the facilities which meet the proven need of the Wetherby community.
- Carrying out time sensitive repairs.
- Monitoring the usage of council facilities and increasing provision where appropriate.

## **WHEN WILL WE DO THIS?**

- Short Term – current projects (e.g. Sandringham Park) and Planned Preventative Maintenance (PPM) plan development.
- Medium Term – other projects and ongoing PPM.
- Long Term – planning for asset renewal.



# Our Assets

Wetherby Town Council is the custodian of some of the town's most prominent and well loved sites. Facilities provided include the town's cemetery, four playgrounds, a bike park and pump track, the skate park, show gardens and areas of well-used Local Green Spaces.

Tenures vary from site to site. Much of the land is owned outright by the council, but some sites are held in charitable trust or leased from private landlords and Leeds City Council.

Maintenance of the sites is carried out either in-house by the council's Facilities Team or using contractors.

**These are the locations we are responsible for, together with their What 3 Word references:**



**Bridgefoot Gardens**

///tile.yell.downsize



**Devil's Toenail Bike Park**

///hammer.birthing.crawled



**Garden of Rest**

///cries.mondays.tennis



**Hallfield Lane Cemetery**

///gadgets.crabmeat.kilt



**Jubilee Gardens**

///charging.shadowing.pardon



**Mason Field**

///utter.waltzes.monday



**Millennium Field / Hudson Park**

///crucially.bleak.rings



**Nidd Approach**

///protest.divide.escorting



**Peace Garden**

///speaks.besotted.custard



**Raby Park**

///mealtime.into.pinging



**Sandringham Park**

///rigs.restore.broad



**Scaur Bank / King George's Field**

///shuttled.attaching.zoos



**Shaw Barn Croft**

///shimmered.aimed.thigh



**Skate Park at the Ings**

///stale.intention.clock



**War Memorial**

///decoded.headsets.promote



**Wetherby Town Hall**

///sublime.casually.tickling



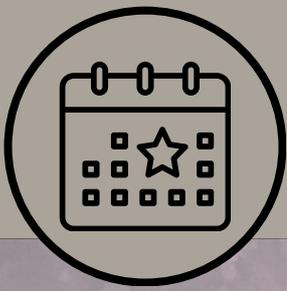
**York Road Depot**

///troubles.derailed.diary



**Walton Road**

///goes.translate.laughs



# Events

**To provide and support a broad programme of events in Wetherby for the people who live and work in and visit the town.**

## **WHAT DOES THIS MEAN?**

- Having a calendar of council managed events.
- Considering providing further ad hoc events or participating in national events.
- Considering giving reasonable support, where appropriate, to other community groups in the provision of their events.

## **HOW WILL WE DO THIS?**

- Providing financial and / or organisational support to other organisations.
- Researching public demand and support for events leading to the development of council managed events.

## **WHEN WILL WE DO THIS?**

- Years 1 and 2 will involve research, plus the delivery of two council planned and managed events (funfair and fireworks festival and bonfire) plus commemorating the 80th anniversary of D-Day, Wetherby 200 and provision of an international market.
- Years 3, 4 & 5 – the provision of quarterly council events, plus providing support for other organisations.





# Markets

**Maintaining a popular market town being mindful of its heritage.**

## **WHAT DOES THIS MEAN?**

- Holding a minimum of 1 market per week.
- Maintaining and developing the weekly Thursday market
- Continuing the monthly Sunday markets.
- Providing additional markets.

## **HOW WILL WE DO THIS?**

- Researching other markets and demand.
- Engaging with local stakeholders.
- Carrying out marketing activities.
- Supporting stallholders and managing relationships with them.
- Robust administration and management.
- Improving facilities where needed

## **WHEN WILL WE DO THIS?**

- Year 1 – developing the Thursday market and maintaining Sunday markets.
- Year 2 – Maintaining the Thursday market and developing an International Market.
- Medium to Long Term – providing additional markets if deemed appropriate.



# Links and information

## **Wetherby Neighbourhood Plan**

<https://www.leeds.gov.uk/docs/Wetherby%20neighbourhood%20plan.pdf>

## **Staffing and Structure Review**

[https://www.wetherby.co.uk/\\_UserFiles/Files/Town%20Council/Staffing/LCC%20Wetherby%20Final%20Report.pdf](https://www.wetherby.co.uk/_UserFiles/Files/Town%20Council/Staffing/LCC%20Wetherby%20Final%20Report.pdf)

## **The Local Council Consultancy**

<https://www.localcouncilconsultancy.co.uk/home>

## **Town Hall Condition & Maintenance Report**

[https://www.wetherby.co.uk/\\_UserFiles/Files/Town%20Hall/R20010%20REPORT%20-%20Final.pdf](https://www.wetherby.co.uk/_UserFiles/Files/Town%20Hall/R20010%20REPORT%20-%20Final.pdf)

## **Maddison James Associates Limited**

<https://www.maddisonjamesassociates.co.uk/>

## **Market Rejuvenation & Supervision Project - Scoping Document**

[https://www.wetherby.co.uk/\\_UserFiles/Files/Town%20Council/Market%20Scoping%20Document%20-%20July%202022.pdf](https://www.wetherby.co.uk/_UserFiles/Files/Town%20Council/Market%20Scoping%20Document%20-%20July%202022.pdf)

## **What 3 Words**

The world divided into 3 metre squares, with each square having a unique combination of three words. It's the easiest way to find and share exact locations.

<https://what3words.com/pretty.needed.chill>

*At the time of printing this document Wetherby Town Council was preparing to commission a new website.*

*Links given may therefore change, but information will be transferred to the new site.*

# Detailed Actions

The council's detailed Action Plan is a working document and will be subject to change throughout the course of its lifetime.

The council may review and change priorities from time to time. This may be because funding opportunities allow the progression of lower priority items, or health and safety implications may force action earlier than anticipated. Staffing factors may also be a reason for priorities to be changed.

The council may review and remove, or add, actions to the plan. These will be reflected in the latest version of the working document.

Costs given are indicative and subject to inflationary increases or changes due to amended specifications as projects develop.

The latest version of the action plan will be tabled at most monthly, Full Council meetings and tabled with the supporting documents accompanying the agenda. Agendas and the supporting documents (including this action plan) are made available on the council's website, which is currently [www.wetherby.co.uk](http://www.wetherby.co.uk)

Objectives taken from the Neighbourhood Plan are shaded.

LCC = Leeds City Council  
TBC = To be confirmed.

| <b>KEY TO PRIORITIES</b> |                                |
|--------------------------|--------------------------------|
| 1                        | Year 1 - to May 2024           |
| 2                        | Year 2 - to May 2025           |
| 3                        | Year 3 to May 2026             |
| 4                        | Year 4 to May 2027 (Elections) |
| 5                        | Year 5 to May 2028             |
| 6                        | Medium Term - 2028 to 2033     |
| 7                        | Long Term - 2033 to 2043       |

| Activity                                | Tasks   | Allocated Responsibility             | Cost (if known). | Priority   |
|---|---|--------------------------------------|------------------|------------|
| <b>Area of work:</b>                    | <b>Council &amp; Administration</b>   |                                      |                  |            |
| <b>Aim:</b>                             | <ul style="list-style-type: none"> <li>•Efficient, effective &amp; responsible running of Wetherby Town Council in discharging its duties and functions.</li> <li>•Attain LCAS Status.</li> </ul> |                                      |                  |            |
| Action Plan                             | Adopt draft action plan.  | Council                              |                  | 1          |
|   | Hold workshop with newly elected councillors to review plan and determine priorities for term of office.  | Council / Clerk to convene.          |                  |            |
|   | Adopt updated action plan.  | Council                              |                  |            |
| Progress of council towards objectives. | Agree measurable targets and objectives which can be reported on.   |                                      |                  | 1/2        |
| Implement Reserves Policy               | Open bank accounts to spread risk on investments.   | RFO / Budgets & Governance Committee |                  | 1          |
| Council Offices                         | Promote and maintain office opening hours in accordance with decision by council on 14/3/23.  | Clerk & Admin. Officer               |                  | 2          |
| Elections (May 2027 & Casual Vacancies) | Display statutory notices and promote election process and timetable.   | Clerk                                |                  | Completed. |
|   | Upload standard documents and induction pack to shared portal.  | Clerk                                |                  |            |
|   | Induct new councillors prior to annual meeting of the council.  | Clerk                                |                  |            |
| Meetings                                | Review schedule of regular committee meetings and consider whether to continue with this set format in 2024.  | Council                              |                  | Completed. |
|   | Draw up schedule of meetings for 2024 for adoption by council.  | Clerk                                |                  |            |
|   | Convene Annual Parish Meeting   | Chair of the council.                |                  |            |

| Activity                                     | Tasks   | Allocated Responsibility                                | Cost (if known). | Priority |
|--|---|---|------------------|----------|
| <b>Area of work:</b>                         | <b>Property</b>   |   |                  |          |
| <b>Aim:</b>                                  | <b>To maintain, adapt and enhance the council's assets for all people who live and work in and visit Wetherby.</b>  |   |                  |          |
| Neighbourhood Plan Objective                 | To provide new and diverse education, leisure and recreational activities for all ages.   | Council / LCC   |                  | Ongoing  |
| Neighbourhood Plan Objective                 | To encourage inclusive access for local people to the range of housing that meets the needs for the town both in the short and longer term.                             | Council / LCC / Property Committee / Facilities Manager |                  | Ongoing  |
| Management of Bath House in Jubilee Gardens. | Be mindful of policy ENV1 (protection and enhancement of local heritage assets) when considering actions relating to / impacting on the Bath House and Jubilee Gardens. | LCC / Property Committee / Facilities Manager.          |                  | Ongoing  |
| Management of War Memorial.                  |   |   |                  | Ongoing  |
| Management of Whitaker Memorial Shelter.     |   |   |                  | Ongoing  |
| Management of Local Green Spaces.            | Be mindful of policy ENV2 (Local Green Spaces) when considering actions in relation to the management of designated Local Green Spaces.                                 | Landowner / Property Committee / Facilities Manager     |                  | Ongoing  |
| Memorial safety in cemetery.                 | Report to Property Committee on outcome of memorial safety testing.   | Facilities Manager                                      |                  | 1        |
|  | Contact families of grave-owners where there is a safety issue to request that remedial works are undertaken.   | Facilities Manager                                      |                  |          |
|  | Subject to outcome of Pr22 arrange for remedial works to be carried out or for unsafe memorials to be laid down.  | Facilities Manager                                      |                  |          |



| Activity  | Tasks   | Allocated Responsibility                        | Cost (if known).                   | Priority |
|---|---|---|------------------------------------|----------|
| Walton Road tree planting to prevent unlawful incursions. | Agree planting proposals after securing agreement from neighbouring properties.   | Cllr Mulhall / Facilities Manager               | Grant funded by White Rose Forest. | 1        |
|   | Secure funding for purchase of trees.   | Clerk / Cllr Mulhall                            |                                    |          |
|   | Purchase and plant trees during 2023/24 planting season.  | Facilities Caretaker                            |                                    |          |
| Playground - Sandringham Park                             | Liaise with Ward Councillors and Leeds City Council officers on proposals to take back responsibility for playground at end of lease and funding for new equipment. | Clerk / Facilities Manager                      |                                    | 1        |
|   | Consultation on proposals for new equipment.  | Clerk / Facilities Manager                      |                                    |          |
|   | Develop and gain approval for tender documents.   | Clerk / Facilities Manager / Property Committee |                                    |          |
|   | Go out to tender on specification for new playground equipment.   | Clerk / Facilities Manager                      |                                    |          |
|   | Receive tenders and consult on initial designs  | Clerk / Facilities Manager / Property Committee |                                    |          |
|   | Secure funding for proposals.   | Clerk / Ward Cllrs                              | £157,683.00                        |          |
|   | Place order for new equipment and arrange for installation.   | Clerk / Facilities Manager / Property Committee |                                    |          |
| Review grounds maintenance contract.                      | Collate information regarding current arrangements and use as the basis for an updated specification.   | Facilities Manager                              |                                    | 2        |
|   | Jubilee Gardens<br>Riverside wall - vegetation removal.   | Facilities Manager / Contractor                 |                                    |          |
|   | Seek approval of updated specification and agree tender arrangements.   | Property Committee / Facilities Manager.        |                                    |          |
|   | Go out to tender on revised specification.  | Clerk / Facilities Manager                      |                                    |          |
|   | Appoint contractor with effect from 1/1/25  | Property Committee                              |                                    |          |
|   | New contract in force & monitored.  | Facilities Manager & Contractor                 |                                    |          |



| Activity                                    | Tasks  | Allocated Responsibility                            | Cost (if known).  | Priority |
|---|--|---|---|----------|
| Signage.                                    | Replace information and safety signage at each site to ensure corporate image is maintained. | Clerk / Facilities Manager                          |   | 2        |
| Church on the Corner                        | Internal restorations  | Facilities Manager                                  |   | 2        |
|   | Appoint contractor   | Facilities Manager                                  |   |          |
|   | Works to commence  | Facilities Manager / Contractor                     |   |          |
| Refurbishment of Railings - Jubilee Gardens | Repaint / Refurbishment of railings  | Facilities Caretaker                                |   | 2        |
| Scaur Bank                                  | Feasibility study on proposals to move play equipment from Scaur Bank to Millennium Field.   | Facilities Manager.                                 |   | 2        |
|   | Agree progression of project in accordance with outcome of Millennium Field negotiations.    | Property Committee                                  |   |          |
| Millenium Field                             | Determine LCC plans for future of site.  | Facilities Manager / Clerk / Ward Councillors / LCC |   | 2        |
| War Memorial Clean                          | Indicative cleaning cost provided - road closure may be required.                            | Facilities Manager                                  | Estimated £22,000   | 2        |
| Refurbishment of Railings - Garden of Rest  | Repaint / Refurbishment of railings  | Facilities Manager / Contractor                     | Estimated £22,104   | 2        |
| Raby Park                                   | Additional tree planting in accordance with management plan.                                 | Facilities Manager                                  | Trees to be donated by Ashfield Nursing Home at no cost to the council. | 2        |
| Planting Scheme - Bridgefoot Gardens        | Plan with WiB what would be an improvement   | Facilities Manager                                  | £4,500  | 2        |
| Planting Scheme - Garden of Rest            | Plan with WiB what would be an improvement   | Facilities Manager                                  |   | 2        |
| Van   | Potential replacement  | Facilities Manager                                  |   | 3        |



| Activity                                    | Tasks   | Allocated Responsibility        | Cost (if known).                                  | Priority                    |
|---|---|---------------------------------|---|-----------------------------|
| Skate Park                                  | Refurbishment to be undertaken  | Facilities Manager / Contractor |   | 3                           |
| Scaur Bank Fitness equipment                | Assess what is needed   | Facilities Manager / Contractor | Between £8 and £20k, depending on scope of works. | 4                           |
|   | Write and advertise tender for works  | Facilities Manager              |   |                             |
|   | Appoint Contractor  | Facilities Manager              |   |                             |
|   | Works to commence   | Facilities Manager / Contractor |   |                             |
| Bath House Improvements                     | Programme of works to be agreed   | Facilities Manager              |   | 5                           |
|   | Works to start - Upper level  | Facilities Caretaker            |   |                             |
|   | Lower Level improvement Works   | Facilities Manager / contractor |   |                             |
| Garden of Rest                              | New Noticeboard   | Facilities Manager / Caretaker  |   | TBC                         |
| Scaur Bank Path/Banking Repair              | Assess what is needed   | Facilities Manager / Contractor |   | TBC                         |
|   | Write tender for works  |                                 |   |                             |
| Depot                                       | Guttering - Improvements around entrance                                    | Facilities Caretaker            |   | TBC                         |
| Bee Hotels                                  | To be created with local groups.  | Cllr Mulhall                    |   | Ongoing                     |
| Flowerbed Sponsorship                       | Areas to be confirmed   | Clerk / Facilities Manager      |   | Ongoing                     |
| Eroding bank - Sandringham Park.            |   | Facilities Manager.             |   | No further action required. |
| Raby Park                                   | Fence painting  | Facilities Caretaker            |   | Completed                   |
| Bike repair stands.                         | Receive and arrange for installation in Garden of Rest and Little Toe.      | Facilities Manager              |   | Completed                   |
| Church on the Corner                        | Tender agreed for repointing works and to be advertised on contracts finder | Facilities Manager              |   | Completed                   |
|   | Appoint contractor with effect from 1/8/23                                  | Facilities Manager              |   |                             |
|   | Works to Start  | Facilities Manager / Contractor |   |                             |
| Refurbishment of Railings - Bridgefoot Gdns | Repaint / Refurbishment of railings   | Facilities Caretaker            |   | Completed                   |



| Activity  | Tasks   | Allocated Responsibility                            | Cost (if known).                                  | Priority |
|---|---|---|---|----------|
| <b>Area of work:</b>  | <b>Town Hall</b>  |   |   |          |
| <b>Aim:</b>   | <b>Maintain and operate Wetherby Town Hall in role as managing trustee.</b> |   |   |          |
| Window Refurbishment  | 2 windows near to completion out of 7                                       | Facilities Caretaker                                | £3k   | 1        |
| Internal decoration and carpet replacement-<br>Priority 3 works arising from quinquennial report. | Assess what is needed   | Facilities Manager / Contractor                     | Plan of works with contractors selected circa 45k | 1        |
|   | Appoint Contractor  | Facilities Manager / Contractor                     |   |          |
|   | Works to commence   | Facilities Manager / Contractor                     |   |          |
| Prepare Long-Term, funded PPM plan for Town Hall  |   | Facilities Manager / Town Hall Management Committee |   | 1        |
| Town Hall – Energy Performance Certificate (EPC)  |   | Facilities Manager                                  |   | 1        |
| Guttering   | Leaks to be repaired  | Facilities Manager / Contractor                     |   | 1        |
| Boiler replacement -<br>Priority 4 works arising from quinquennial report.                        | Assess what is needed   | Facilities Manager / Contractor                     | £35-55k   | 2        |
|   | Write and advertise tender for works  | Facilities Manager                                  |   |          |
|   | Appoint Contractor  | Facilities Manager                                  |   |          |
|   | Works to commence   | Facilities Manager / Contractor                     |   |          |
| Town Hall Roof repair programme   | Assess what is needed   | Facilities Manager / Contractor                     |   | 2        |
|   | Write and advertise tender for works  | Facilities Manager                                  |   | 4        |
|   | Appoint Contractor  | Facilities Manager                                  |   | 4        |
|   | Works to commence   | Facilities Manager / Contractor                     |   | 5        |
| CCTV Upgrade  | Assess what is needed   | Facilities Manager / Contractor                     |   |          |
|   | Write and advertise tender for works  | Facilities Manager                                  |   |          |
|   | Appoint Contractor  | Facilities Manager                                  |   |          |
|   | Works to commence   | Facilities Manager / Contractor                     |   |          |



| Activity                           | Tasks  | Allocated Responsibility        | Cost (if known). | Priority     |
|------------------------------------|--|---------------------------------|------------------|--------------|
| Intruder Alarm upgrade             | Assess what is needed                                    | Facilities Manager / Contractor |                  |              |
|                                    | Write and advertise tender for works                     | Facilities Manager              |                  |              |
|                                    | Appoint Contractor                                       | Facilities Manager              |                  |              |
|                                    | Works to commence  | Facilities Manager / Contractor |                  |              |
| Ceiling Insulation - Deighton Room | Assess what is needed                                    | Facilities Manager / Contractor | £15k             |              |
|                                    | Appoint Contractor                                       | Facilities Manager              |                  |              |
|                                    | Works to commence  | Facilities Manager / Contractor |                  |              |
| Extract Fans - Bramham Room        | Assess what is needed as not been working for some time. | Facilities Manager / Contractor |                  |              |
|                                    | Appoint Contractor                                       | Facilities Manager              |                  |              |
|                                    | Works to commence  | Facilities Manager / Contractor |                  |              |
| Purchase of equipment.             | New boards to be purchased - current ones are very tatty | Facilities Manager / Caretaker  |                  |              |
| Watering System - Removal          | Remove from building                                     | Facilities Caretaker            |                  | 0 Completed. |



| Activity   | Tasks  | Allocated Responsibility                                  | Cost (if known). | Priority |
|--|--|---|------------------|----------|
| <b>Area of work:</b>   | <b>Markets</b>   |   |                  |          |
| <b>Aim:</b>  | <b>Maintaining a popular market town being mindful of heritage.</b>                          |   |                  |          |
| Neighbourhood Plan Objective   | To further develop a vibrant and prosperous market town....                                  | Markets Committee   |                  |          |
| Consultation on development of Wetherby markets.   | Design consultation and agree methods of engagement.   | Clerk / Markets Committee.                                |                  | 1        |
|  | Public consultation on future development of Wetherby market.                                | Clerk / Markets Committee.                                |                  |          |
|  | Stallholder consultation on future development of Wetherby market.                           | Clerk / Markets Committee.                                |                  |          |
|  | Consultation on future development of Wetherby market in consultation with local businesses. | Clerk / Markets Committee                                 |                  |          |
|  | Analyse results of consultation and agree arising actions.                                   | Clerk / Markets Committee.                                |                  |          |
| Carry out NABMA's diagnostic health check tool and report to Markets Committee on results. |  | Clerk   |                  | 1        |
| Update licence agreement with traders on Thursday market.                                  |  |   |                  | 2        |
| Provision of International Market  |  | Markets Committee / Comms & Events Officer & Market Place |                  | 2        |
| Love Your Local Market   | Register and participate in event.   | Clerk   |                  | 2        |



| Activity                                 | Tasks  | Allocated Responsibility        | Cost (if known). | Priority |
|--|--|---------------------------------|------------------|----------|
| 6 weeks of summer school holiday events. | Agree activities with stallholders.  | Clerk / Events & Comms. Officer |                  | 2        |
|  | Design and distribute publicity materials.   | Clerk / Events & Comms. Officer |                  |          |
|  | Ensure that required resources are purchased and available each week to facilitate activities. | Clerk / Events & Comms. Officer |                  |          |
|  | Arrange for suitable prize for participation by children.                                      | Clerk / Events & Comms. Officer |                  |          |
|  | Run themed market each week through school summer holidays.                                    | Events & Comms. Officer         |                  |          |



| Activity                                      | Tasks  | Allocated Responsibility                  | Cost (if known).                    | Priority |
|---|--|---|-------------------------------------|----------|
| <b>Area of work:</b>                          | <b>Communications</b>  |   |                                     |          |
| <b>Aim:</b>                                   | <b>To improve quality and channels of information disseminated to members of the parish public.<br/>Promoting Wetherby to the town and wider world as a place to live, work and visit.</b> |   |                                     |          |
| Renewal of website.                           | Determine requirements for new website.  | Communications Committee & Comms. Officer | Budget virement of £7,500 to cover. |          |
|   | Produce tender document.   |   |                                     |          |
|   | Tender process.  |   |                                     |          |
|   | Development and implementation of website.   |   |                                     |          |
| Communications Strategy                       | Development of a proactive communications policy.  | Comms & Events Officer.                   | £0                                  | 1        |
| Mechanism for urgent delivery of information. |  |   |                                     | 2        |
| Production of newsletter.                     |  |   |                                     | 2        |
| Visitor Leaflet                               | Proceed to reprint.  | Comms & Events Officer                    |                                     | 2        |
|   | Distribute printed leaflets and upload digital copy to website.  | Comms & Events Officer                    |                                     |          |
|   | Agree themes for additional leaflets in scheme   | Welcome to Wetherby                       |                                     |          |
|   | Design and produce additional themed leaflets  | Clerk & Comms Officer                     |                                     |          |
| Retention of Information Policy               | Draw up and adopt retention of information policy to reflect revised office arrangements.  | Clerk / Admin. Officer                    |                                     | 2        |
| Angel Icon                                    | Develop potential for marketing Wetherby, based on use of angel icon from war memorial.  | Clerk & Comms Officer                     |                                     | 2        |
| Cemetery Manual                               | Review draft document, finalise and include in office manual.  | Clerk / Burials Manager                   |                                     | 2        |
|   | Burials Manager to give on-site practical demonstration of frequent tasks to other staff.  | Burials Manager                           |                                     |          |



| <b>Activity</b>  | <b>Tasks</b>   | <b>Allocated Responsibility</b>                             | <b>Cost (if known).</b> | <b>Priority</b> |
|--|--|---|-------------------------|-----------------|
| Interpretation Boards  | Provision of climate / biodiversity information at key sites.  | Clerk / Facilities Manager                                  |                         | 3               |
| Merchandise  | Develop range of eco-friendly merchandise to generate income and raise profile of Welcome to Wetherby. | Welcome to Wetherby   |                         | 5               |
| Visitor Guide  | Consider whether to update and replace visitor guide.  | Welcome to Wetherby   |                         |                 |
| Refine branding:<br>Town Council<br>Welcome to Wetherby<br>Town Hall<br>Wetherby Markets |  |   |                         |                 |
| Publicity about work being done by Town Council e.g. climate emergency initiatives.      |  |   |                         |                 |
| Clean Water Bathing status.  | To provide input to, and support for, Wetherby and Villages Clean River Group.                         | Cllr Harrington / Ward Councillors                          |                         | As required.    |
| Promotion of Council   | Engagement activities to raise awareness of work of council, including climate activities.             | Clerk / Committee Members / Communications & Events Officer |                         | Ongoing.        |



| Activity  | Tasks   | Allocated Responsibility                     | Cost (if known). | Priority     |
|---|---|--|------------------|--------------|
| <b>Area of work:</b>                                | <b>Events</b>   |  |                  |              |
| <b>Aim:</b>   | <b>To provide and support a broad programme of events in Wetherby for the people who live and work in and visit Wetherby.</b>                                       |  |                  |              |
| Consultation on development of new events.          | Design consultation and agree methods of engagement.<br>Consider provision of / support for new events such as screening of Glastonbury and a Wetherby Pride Event. | Comms. & Events Officer / W2W Group          |                  | 1            |
| Civic Service                                       | 2024 - Organise service of thanksgiving at St. James' Parish Church.  | Clerk / Admin. Officer                       | £500 pa          | 2 & Ongoing  |
|   | 2025 - Organise service of thanksgiving at church of Mayor's choice.  | Clerk / Admin. Officer                       |                  |              |
|   | 2026 - Organise service of thanksgiving at St. James' Parish Church.  | Clerk / Admin. Officer                       |                  |              |
| Bonfire   | To record detailed action plan for delivery of event and transfer responsibility to Comms.& Events officer.   | Comms. & Events Officer                      |                  | 2            |
|   | Continue to organise bonfire event on an annual basis.  | Council / Comms. & Events Officer            |                  | Annual       |
| Participation in Drovers Marching Band Contest 2024 |   | Facilities Manager & Comms. & Events Officer |                  | 2            |
| National Events                                     |   | Comms. & Events Officer                      |                  | As Scheduled |
| Litter Pick   | Litter pick around the Town Centre.   | Cllr Mulhall                                 |                  | Annual       |



| Activity                       | Tasks  | Allocated Responsibility | Cost (if known). | Priority |
|--------------------------------|--|--------------------------|------------------|----------|
| Single Use Plastic Free Events | Champion the annual community bonfire and fireworks event as a 'plastic free event'.<br>Improve plastic free status of other events put on by WTC / Welcome to Wetherby. | Comms. & Events Officer  |                  | Ongoing  |



| Activity                                      | Tasks   | Allocated Responsibility   | Cost (if known).             | Priority   |
|---|---|----------------------------|------------------------------|------------|
| <b>Area of work:</b>                          | <b>Personnel</b>  |                            |                              |            |
| <b>Aim:</b>                                   | <b>To provide and support a broad programme of events in Wetherby for the people who live and work in and visit</b> |                            |                              |            |
| Implementation of Staffing & Structure Review | Consider recruitment of Market Supervisor.  | Clerk & Comms. Officer     | Included in staffing budget. | 1          |
|   | Agree structure of Administration Officer Role  | Council                    |                              |            |
|   | Implement Administration Officer role.  | Clerk & Admin. Officer     |                              |            |
| First Aid Training                            | Arrange whole staff first aid refresher training (expiry of current certificates is 27/10/23).                      | Clerk & Admin. Officer     |                              | 1          |
| Implementation of Staffing & Structure Review | Agree plan for recruitment of remaining vacancies.  | Council                    |                              | Completed. |
|   | Recruit and induct Communications Officer   | Clerk & Chair of Staffing  |                              | Completed. |
|   | Recruit and induct Facilities Caretaker   | Clerk & Facilities Manager |                              | Completed. |
|   | Recruit and induct Finance Assistant.   | Clerk & Chair of Staffing  |                              | Completed. |



| Activity  | Tasks   | Allocated Responsibility                      | Cost (if known). | Priority |
|---|---|---|------------------|----------|
| <b>Area of work:</b>                                | <b>Planning &amp; Development</b>   |   |                  |          |
| <b>Aim:</b>   | <b>"Wetherby will be a fair, inclusive and high quality sustainable place to live and work and will strive to maintain and enhance its character as a genuine market town."</b>   |   |                  |          |
| Neighbourhood Plan Objective                        | To support the provision of a range of housing that meets the needs of the town both in the short and longer term.  | Planning Committee / Full Council             |                  |          |
| Neighbourhood Plan Objective                        | To encourage inclusive access for local people to the range of facilities and services that they need.  | Planning Committee / Full Council             |                  |          |
| Neighbourhood Plan Objective                        | To further develop a vibrant and prosperous market town by encouraging development that supports a range of good quality jobs, businesses, shops and services that meet the needs of local people and protects and enhances the quality of the local environment. | Planning Committee / Full Council             |                  |          |
| Neighbourhood Plan Objective                        | To provide new and diverse education, leisure and recreational activities for all ages in order to promote healthy and crime-free lifestyles.   |   |                  |          |
| Racecourse Approach (Persimmon) development.        | Provide WTC representation and feedback to planning and developers.   | Cllr Mulhall<br>Cllr Harrington<br>Cllr Payne |                  | 2        |
| Update Neighbourhood Plan                           |   |   |                  | 5        |
| Responses to planning applications for new housing. | Consider policies H1 and H2 from Neighbourhood Plan when reviewing planning applications for new housing.   | Planning Committee / Full Council             |                  |          |



| <b>Activity</b>   | <b>Tasks</b>   | <b>Allocated Responsibility</b>                                  | <b>Cost (if known).</b> | <b>Priority</b> |
|---|--|--|-------------------------|-----------------|
| Responses to planning applications for health care facilities.  | Consider policy HWL3 (Health care facilities) when reviewing planning applications for new facilities.   | Planning Committee / Full Council                                |                         |                 |
| Responses to Planning Applications for town centre development.   | Consider policy WE1 (Town Centre Development) when reviewing relevant planning applications.   | Planning Committee / Full Council                                |                         |                 |
| Responses to Planning Applications for tourism related development.   | Consider policy WE2 (Sustainable Tourism Enhancement) when reviewing relevant planning applications.   | Planning Committee / Full Council                                |                         |                 |
| Responses to Planning Applications for proposals which would adversely effect the designated Green Corridors. | Object to proposals for development which would sever, block or prejudice Green Corridors in accordance with Policy ENV3 (Green Corridors) in the Neighbourhood Plan.  | Planning Committee / Climate Emergency Committee / Full Council. |                         |                 |
| Responses to applications for sport and leisure facilities.   | Consider policy HWL1 (Sport & Leisure Facilities) when reviewing relevant planning applications.   | Planning Committee / Full Council                                |                         |                 |
| Responses to applications for development in the Conservation Area.   | Consider policy D1 (The character of the Conservation Area) when considering relevant planning applications.   | Planning Committee / Full Council                                |                         |                 |
| Wetherby High School Site   | Consider objective of seeing the existing Wetherby High School site regenerated to benefit the whole community and, most importantly, develop the school into an outstanding facility for young people. Be mindful of policy E1 in the Neighbourhood Plan. | Planning Committee / Full Council.                               |                         |                 |



| Activity  | Tasks  | Allocated Responsibility           | Cost (if known). | Priority |
|---|--|------------------------------------|------------------|----------|
| Responses to applications for new developments. | Consider policy D2 (Connectivity of new developments) when considering relevant planning applications. | Planning Committee / Full Council. |                  |          |





**Wetherby Town Council**

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