

c) Implementation of parking charges in Wetherby.

It was reported that Leeds City Council has approved a budget which includes income from parking charges in Wetherby. This is despite the results of the recent public consultation not being known, nor having been taken in to consideration during the decision making process. It was noted that all opposition parties had tabled amendments to the proposed budget which would have negated the need to introduce parking charges in the town.

It was **AGREED** that the Town Council should write to the Chief Executive and Leader of Leeds City Council to complain that the budgetary decision was made without taking the views of Wetherby residents into consideration.

d) Other Items:

- Work to resurface Wattlesyke and Grange Moor roundabouts has started.
- Enforcement action is ongoing at Rosedene Farm.
- The Community Green Group has planted an area of wildflowers on a strip of land at Ceres Road and Hallfield Lane.
- The Hallfield Lane Residents Association's noticeboard requires replacement not repair. This is being arranged.

208 23-24

Declarations of interests and requests for dispensations.

a) Councillor Harry Chapman

Councillor Chapman declared a non-pecuniary interest in item 212 23-24c as he is a Trustee of Wetherby Riverside Bandstand Trust.

b) Councillor Jane Lavocah

Councillor Lavocah declared a non-pecuniary interest in item 213 23-24a as she is a member of the Civ Com Committee.

c) Councillor Stuart Newcombe

Councillor Newcombe declared a non-pecuniary interest in item 213 23-24d as he is a presenter on Tempo FM.

209 23-24

Apologies.

After being proposed by Councillor Mulhall and seconded by Councillor Knight, it was **RESOLVED** by a show of hands with 11 votes in favour and one abstention that apologies be received, and reasons for absence accepted, from Councillor Harrington.

210 23-24

Minutes of the last meeting.

Following a proposal by Councillor O'Byrne, seconded by Councillor Newcombe, it was **RESOLVED** by a unanimous show of hands that the minutes of the last meeting, held on 13th February 2024, be approved and signed as a true record by the Mayor.

211 23-24

Matters arising from the minutes – none.

212 23-24

Finance

a) Payments.

Following a proposal by Councillor Chapman, seconded by Councillor Frame, it was **RESOLVED** by a unanimous show of hands that the list of 42 payments, totalling £40,323.93, as detailed in appendix 1 on page 3760 be approved.

b) Hedgehog Highway

The meeting considered information about the 'hedgehog highway' project (<https://hedgehogsrus.co.uk/hedgehog-highway-project>).

Following a proposal by Councillor Frame, seconded by Councillor Knight, it was **RESOLVED** by a show of hands with 11 votes in favour and one abstention, that the Council should declare its support for this initiative and purchase a set of 50 fence surrounds for distribution, free of charge, to households in the parish. This will be funded from the Climate & Biodiversity Emergency budget.

c) Wetherby Riverside Bandstand

Following a proposal by Councillor O'Byrne, seconded by Councillor Mulhall, it was **RESOLVED** by a unanimous show of hands that the council, through Welcome to Wetherby, should sponsor a concert in the Summer 2024 series at a cost of £180. The concert sponsored by the council will be on 1st September 2024, played by the Crofton Silver Band.

213 23-24

Grant applications.

It was noted that six applications for grant funding have been received with another one expected. Following a proposal by Councillor Newcombe, seconded by Councillor O'Byrne, it was **RESOLVED** by a unanimous show of hands that the Budgets & Governance Committee should review the applications received and make a recommendation for consideration at the next Town Council meeting.

214 23-24

Action Plan & Council Strategy

a) Strategy Document

Following a proposal by Councillor Chapman, seconded by Councillor Moss, it was **RESOLVED** by a unanimous show of hands that the public version of the council's recently adopted strategy document be approved and proceed to be printed.

It was **AGREED** that 50 copies be printed, sufficient for a copy for each councillor, member of staff, Ward Councillor, the library and the Town Hall with some spares. Members of the public will be able to read the document in the library or Town Hall and online.

The Clerk was thanked for her work preparing this document.

b) Annual Town Meeting

It was noted that until now the time had not been right to hold an extraordinary parish meeting. The completion of the Town Hall foyer works and publication of the strategy document offers an opportunity for the council to convene a meeting, which falls within the timescales required for the annual parish meeting.

Following a proposal by Councillor Knight, seconded by Councillor Chapman, it was **RESOLVED** by a unanimous show of hands that the date of the 2024 Annual Town Meeting be changed to Monday 8th April 2024 at 6pm in Wetherby Town Hall.

215 23-24

Budgets & Governance Committee

The minutes of the Budgets & Governance Committee meeting held on 13th February 2024 were **RECEIVED** and can be found as appendix 2 from page 3761.

216 23-24

Planning & Development

a) Planning Committee – 19th February 2024

The minutes of the Planning Committee meeting held on 19th February 2024 were **RECEIVED** and can be found as appendix 3 from page 3762.

b) Planning Committee – 4th March 2024

Following a proposal by Councillor Mulhall, seconded by Councillor Moss it was **RESOLVED** by a unanimous show of hands that the minutes of the Planning Committee meeting held on 4th March 2024 be approved by committee members and received by the council. The minutes can be found as appendix 4 from page 3765.

c) Leeds City Council Local Plan – Call for Sites

Receipt of this document was **NOTED**.

217 23-24

Communications Committee

a) 3rd October 2023

The minutes of the above meeting were **RECEIVED** and can be found as appendix 5 from page 3768.

b) 22nd January 2024

The notes of the inquorate meeting on 22nd January 2024 were **RECEIVED** and can be found as appendix 6 from page 3771.

c) 19th February 2024

Following a proposal by Councillor Mulhall, seconded by Councillor Frame, it was **RESOLVED** by a unanimous show of hands that the minutes of the meeting held on 19th February 2024 be approved by committee members and received by the council. The minutes can be found as appendix 7 from page 3774.

218 23-24

Staffing Committee

Following a proposal by Councillor Chapman, seconded by Councillor O'Byrne, it was **RESOLVED** by a unanimous show of hands that the minutes of the Staffing Committee held on 16th February 2024 be approved by committee members and received by the council. The minutes can be found as appendix 8 from page 3776.

219 23-24

Property Committee

The minutes of the meeting held on 5th February 2024 were **RECEIVED** and can be found as appendix 9 from page 3779.

220 23-24

Welcome to Wetherby

The minutes of the meeting held on 13th February 2024 were **RECEIVED** and can be found as appendix 10 from page 3783.

221 23-24

Markets Committee

Following a proposal by Councillor Bradley, seconded by Councillor Riddell, it was **RESOLVED** by a unanimous show of hands that the draft minutes of the meeting held on 15th February 2024 be approved by committee members and received by the council. The minutes can be found as appendix 11 from page 3786.

222 23-24

Town Hall Management Committee

The minutes of the meeting held on 22nd January 2024 were **RECEIVED** and can be found as appendix 12 from page 3789.

223 23-24

Highways

Councillor Mulhall reported that he had attended this meeting, when the following points were considered:

- Although there are many sections of road which are of importance to the public in both Wetherby and the wider area, the group's initial work has been to highlight key areas and set priorities.
- It is proposed that a guard rail be installed outside Sainsbury's to deter parking in front of the shop.

- Proposals are being drawn up for a new mini-roundabout on Crossley Street (at the Spofforth Hill end). It is hoped that the proposal would slow cars and improve traffic flow. It is not yet known whether the proposal is feasible when taking HGVs in to account.
- A 20mph zone on Linton Road is being consulted upon as part of the legal process prior to implementation.

224 23-24

Police Matters

a) Crime Statistics

The crime statistics for February 2024, provided by the Wetherby and Harewood Neighbourhood Watch scheme were **RECEIVED AND NOTED**. It was noted that these are different to the ones usually circulated which have not been received as usual prior to this meeting.

The available crime overview provided information about burglaries and vehicle crimes which were: 1 theft from a motor vehicle, 1 theft of a motor vehicle and 3 vehicle interferences.

b) Police & Communities Together (PACT)

Councillor Chapman reported that he had attended the meeting on 5th March 2024.

225 23-24

Reports from Councillors

a) Outer North East Town and Parish Council Meeting

Councillor Chapman reported that he had attended this meeting on 19th February 2024. The first part of the meeting had focussed on a presentation from the Planning Department at Leeds City Council, with the second half on crime and West Yorkshire Police.

226 23-24

Items for the next meeting.

Members were asked to submit items for consideration by 29th March 2024.

The meeting closed at 7.56pm.

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

SIGNED: (Chair)

DATE:



APPENDIX 1 LIST OF PAYMENTS

Date	Payee	Purpose	Amount
15/02/2024	Business Stream	Water - Cemetery	£16.40
15/02/2024	PCM	IT Support	£202.80
19/02/2024	Wetherby District Lions Club	Drovers Day Grant	£250.00
27/02/2024	Deep Blue Networks Ltd	Telecoms Contract	£87.74
28/02/2024	Vodafone	Mobile Phone Contracts	£150.01
29/02/2024	Document Solutions	Print Contract	£50.40
05/03/2024	O2	Mobile Phone Contract (Clerk)	£36.59
05/03/2024	TD Goodall	Doorstep Milk	£4.80
07/03/2024	I. Taylor Expenses	Milk & Carbon Literacy Course	£101.20
11/03/2024	Opus Energy Ltd	Electricity - OMP	£38.68
11/03/2024	Opus Energy Ltd	Electricity - Weir Lights	£43.17
11/03/2024	Opus Energy Ltd	Electricity - York Rd Depot	£46.43
11/03/2024	Opus Energy Ltd	Electricity - Cemetery	£33.94
13/03/2024	NABMA	Annual Subscription 24/25	£384.00
13/03/2024	Pear Technology Services Ltd	Cemetery Map Update	£570.00
13/03/2024	Falon Nameplates Ltd	Name Plates - Garton	£143.06
13/03/2024	Printworks North	Market Survey Adverts	£171.60
13/03/2024	AB Print Group Ltd	Polos Shirts & T-Shirts	£58.80
13/03/2024	Screwfix	Graffiti Treatment	£22.67
13/03/2024	Class Office	Stationery	£43.73
13/03/2024	Class Office	First Aid Kits	£154.09
13/03/2024	Class Office	First Aid Kit	£29.94
13/03/2024	Class Office	Paper	£187.97
13/03/2024	Write, Design & Print	Mayoral Photos	£12.00
13/03/2024	Morrisons	Refreshments	£3.91
13/03/2024	H. Briden Expenses	Frames & Coffees	£18.79
13/03/2024	Wetherby Town Hall - CIO	CIO1665 - Meeting Room Hire 12.3.24	£22.50
13/03/2024	Wetherby Skip Services	Depot Skip	£300.00
13/03/2024	Abbotts Memorials	15684, Gravedigging (Ashes)	£100.00
13/03/2024	Class Office	Perspex	£24.00
13/03/2024	Wetherby Riverside Bandstand Trust	Sponsorship - Crofton Silver Band	£180.00
13/03/2024	J. Hudson	Stall Erection - February	£1,400.00
13/03/2024	Opus Energy Ltd	Gas - York Rd Depot	£40.83
13/03/2024	Pullan Landscape etc	Grounds Maintenance	£1,038.82
13/03/2024	Synergy Business Support	Bookkeeping Services - February	£951.35
13/03/2024	Farm & Land Services	Cemetery Maintenance	£610.80
13/03/2024	Farm & Land Services	Caretaker Duties	£1,429.20
13/03/2024	Prudential	Pension Contributions	£10.00
13/03/2024	West Yorkshire Pension Fund	Pension Contributions	£3,002.51
13/03/2024	HMRC	NI and PAYE - March 2024	£3,994.27
13/03/2024	Staff Salaries	Salaries - March 2024	£12,729.98
13/03/2024	Leeds City Council	West Ward Election Costs (Cheque)	£11,626.95
TOTAL			£40,323.93



APPENDIX 2

MINUTES OF A MEETING OF THE BUDGETS & GOVERNANCE COMMITTEE

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

Present: Councillors Connor Mulhall, 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 Members:

- 3.1 £2,149.40 – Kompan – 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 – Maddison 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

Members 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.



APPENDIX 3 MINUTES OF A MEETING OF THE PLANNING COMMITTEE

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

- 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.
- 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 Mulhall.
- Declarations of interest** – None.
Localism Act 2011, s 31
Members' Code of Conduct, para. 13-18, 19-20
- Public Participation** – None.
Public bodies (Admission to Meetings) Act 1960, s 1 (3)
- Minutes.**
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 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 4:44pm.

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



APPENDIX 4 MINUTES OF A MEETING OF THE PLANNING COMMITTEE

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 Mulhall (Deputy Mayor and Chair)
Councillor Payne (Mayor)

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

MINUTES

12. Apologies.

Local Government Act 1972, s 85 (3)

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

13. Declarations of interest – None.

Localism Act 2011, s 31

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

14. Public Participation – None.

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

15. Minutes.

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.

16. Consultations on planning applications.

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

16.1 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 an application had previously been submitted for this property seeking permission to retain the land and buildings for a hand car wash. This was objected to by the committee due to concerns about the access arrangements to the site from the close proximity of 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 committee have concerns that road and access arrangements are not fit for purpose. It was noted that vehicle accidents have taken place on this stretch of road due to the short slip onto the A1 flyover and that this risk may 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 to access the estate.

16.2 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.

16.3 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.

16.4 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.

16.5 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.

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

16.7.1 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.

16.7.2 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.

17. To receive other planning applications.

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

17.1 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

18. 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.

19. Items for information – None.

20. Date of next Planning Committee meeting.

The next meeting of the Planning Committee will take place on *Monday 25th 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.



APPENDIX 5

MINUTES OF A MEETING OF THE COMMUNICATIONS COMMITTEE

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

Present: Councillor Billie Ager-Mills (from 3.58pm)
Councillor David Frame
Councillor Barbara Harpham (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

7. **Apologies** – none.

Local Government Act 1972, s 85 (3)

8. **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

9. **Questions or comments from members of the public.**

Public bodies (Admission 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*.

10. **Minutes of the last meeting.**

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

Councillor Harpham 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 Frame, 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.

a. 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.
- Coremorph - £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.

b. 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.

11. Website.

a. Updates to existing site.

It was **NOTED** that the Clerk and Councillor Harpham 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.

b. 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

c. 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.

12. 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.*



APPENDIX 6

NOTES OF AN INQUORATE MEETING OF THE COMMUNICATIONS COMMITTEE

Date: Monday 22nd January 2024
Time: 7.00pm
Location: Bramham Room, Wetherby Town Hall, Market Place, Wetherby, LS22 6NE

Present: Councillor Frame
Councillor Mulhall (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

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

3. **Public participation** – None.

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

4. **Minutes.**

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

The minutes 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.

It was proposed that the Clerk write a recommendation from the Comms committee discussion to the Markets committee outlining the method and means for the survey as discussed.

7. **Website.**

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

- The use of WordPress forms in 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 committee members on the development of the communication strategy including workshops and training that have been attended.

The Clerk presented an infographic from Normington Town Council as an example of effective communication of Town Council responsibilities. 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 committee members on the needs and requirements of the Markets Committee's markets survey. After a discussion it was recommended that the aims of the Markets survey run by the Markets Committee and the Business survey run by Welcome 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 Communication Committee meeting should be on the development of the website. Examples of effective website to be sent to 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 noted as taking place on *Monday 19th February 2024* at 7:00pm in Wetherby Town Hall.

The discussions concluded at 8:54pm.

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



APPENDIX 7

MINUTES OF A MEETING OF THE COMMUNICATIONS COMMITTEE

Date: Monday 19th February 2024
Time: 7.00pm
Location: Micklethwaite Room, Wetherby Town Hall, Market Place, Wetherby, LS22 6NE

Present: Councillor Frame
Councillor Knight
Councillor Mulhall (Chair)

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

MINUTES

13. Apologies.

Local Government Act 1972, s 85 (3)

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

14. Declarations of interest – None.

Localism Act 2011, s 31

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

15. Public participation – None.

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

16. Minutes.

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.

17. Matters arising from the last meeting.

17.1. Recommendations of the Committee.

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

18. 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, Normington 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 Normington 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 map 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.

19. 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.

20. Items for information.

20.1. Information Bulletin.

Councilor Mulhall 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.

21. 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.



APPENDIX 8

MINUTES OF A MEETING OF THE STAFFING COMMITTEE

Date: Friday 16th February 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.

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 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 **RESOVLED** 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 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 items 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.



APPENDIX 9

MINUTES OF A MEETING OF THE PROPERTY COMMITTEE

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 Frame
Councillor Moss
Councillor Mulhall (Chair and Deputy Mayor)
Councillor Payne (Mayor)

In attendance: Iona Taylor, Clerk
Rowann Fitzpatrick, Assistant Clerk
Councillor Kazia Knight

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

4. **Minutes.**

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 **RECIEVED**.

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.

Millenium 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 aims 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 KOMPAN 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 Frame, 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 Councils responsibility.

It was **NOTED** that a representative of the Friends of Sandringham Park stated 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 aims, 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 Scour 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 Moss, seconded by Councillor Frame, it was **RESOLVED** that the corroded railings be removed.

11. Changes to the new section of the Cemetery.

The Committee 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 mid-year monitoring report.

The Committee 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 committee.

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 Committee will take place on *Monday 4th March 2024* at 5:30pm in the Wetherby Town Hall.

The meeting closed at 6:38pm.

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



APPENDIX 10 MINUTES OF A MEETING OF WELCOME TO WETHERBY

Date: Tuesday 13th February 2024
Time: 3.30pm
Location: Micklthwaite Room, Wetherby Town Hall, Market Place, Wetherby, LS22 6NE.

Present: Councillor Ager–Mills
Councillor Buckle (Chair)
Councillor Harrington
Councillor Lavocah
Councillor Smith

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

-
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 3:33pm
 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. **Minutes.**
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 their 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. **200th Anniversary of the sale of Wetherby.**

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 200th Anniversary of the sale of Wetherby 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 meeting members. 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 remembrance commemorations.

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 Maps.**

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 Councils 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 map that have been raised by the public, including the clarity of access into Wilderness Car Park and the second one-way access into Wetherby Morrisons Car Park were **RECEIVED** and **NOTED** by the committee.

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

11. Next meeting.

The next meeting of Welcome to Wetherby was confirmed to take place on *Tuesday 12th March 2024* at 3:30pm in Wetherby Town Hall.

The meeting closed at 4:18pm.

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

APPENDIX 11

MINUTES OF A MEETING OF THE MARKETS COMMITTEE

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

Summons: Councillor Bradley (Chair)
Councillor Buckle
Councillor Moss
Councillor Riddell (*From 3:07pm*)

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

-
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, s 1 (3)
 4. **Minutes.**
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 Shambles. 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. NABMA Diagnostic Tool.

The NABMA Diagnostic Tool was **RECIEVED** 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 minimal, 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.



APPENDIX 12

MINUTES OF A MEETING OF THE TOWN HALL MANAGEMENT COMMITTEE

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

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. **Minutes.**

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 **RECIEVED** 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 **MAP Renovations and Electrical Contractors Leeds Ltd.**

It was **NOTED** that as agreed and signed off, the payment for MAP 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 JC 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 – MAP 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 room 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.