



**WETHERBY TOWN COUNCIL**  
**MINUTES OF THE COUNCIL MEETING HELD AT 7PM**  
**ON TUESDAY 9<sup>TH</sup> APRIL 2024 IN WETHERBY TOWN**  
**HALL, MARKET PLACE, WETHERBY**

- Present:**
- North Ward** Cllr H Chapman  
Cllr N Harrington  
Cllr C Mulhall (Deputy Mayor)  
Cllr N O'Byrne
- West Ward** Cllr D Buckle  
Cllr D Frame  
Cllr G Moss  
Cllr A Riddell  
Cllr E Smith  
Cllr B Ager-Mills
- East Ward** Cllr P Bradley  
Cllr K Knight  
Cllr D Payne (Mayor of Wetherby)

- In Attendance:** Iona Taylor (Town Clerk)  
Helena Briden (Communications and Events Officer)  
Ward Councillor Penny Stables.

**227 23-24** Questions or comments from members of the public – None.

**228 23-34** Reports from Ward Councillors.

**a) Woodland Creation – Call for sites.**

Leeds City Council are looking to identify sites which could be used for woodland creation.

**b) Wildflower planting.**

It was reported that a new wildflower garden has been successfully established on Ceres Road.

**c) Bin Collections.**

The bin collection issue on Rivers Estate has been resolved. Bins have now been emptied and the delay was caused by gas works on the road.

**d) Wetherby Bus Station.**

It was reported that Ward Councillors are working with Wetherby in Bloom and West Yorkshire Combined Authority (WYCA) to enhance Wetherby Bus Station. This could include cleaning and a repainting of the station and the addition of a few planters dependant on concerns around vandalism.

**e) Wetherby High School.**

Councillor Harrington provided a verbal update in Councillor Lamb's stead. Councillor Lamb is continuing to work with the department of Education and Wetherby High School and will update the council on progress at its next meeting.

**f) Implementation of Parking Charges in Wetherby.**

Planned charges have been progressed in some other areas of Leeds, however, there has not yet been any movement on the implementation in Wetherby. Leeds City Council Highways Officers have expressed concern about the impact on parking in residential areas.

**229 23-24**

**Declarations of interests and requests for dispensations.**

**a) Councillor Norma Harrington.**

Councillor Harrington declared a non-pecuniary interest in item 233 23-24c as she is a Trustee of Wetherby in Support of the Elderly.

**b) Councillor Kazia Knight.**

Councillor Knight declared a non-pecuniary interest in item 233 23-24c as she is a member of the Drivers Day event organising committee.

**230 23-24**

**Apologies.**

After being proposed by Councillor Mulhall and seconded by Councillor Bradley, it was **RESOLVED** by a unanimous show of hands that apologies be received, and reasons for absence accepted, from Councillor Newcombe and Councillor Lavocah.

Apologies were also received from Councillor Ward Councillor Alan Lamb.

**231 23-24**

**Minutes of the last meeting.**

Following a proposal by Councillor Frame, seconded by Councillor Moss, it was **RESOLVED** by a unanimous show of hands that the minutes of the last meeting, held on 12<sup>th</sup> March 2024, be approved and signed as true record by the Mayor.

**232 23-24**

**Matters arising from the minutes – none.**

**233 23-24**

**Finances.**

**a) Payments.**

Following a proposal by Councillor O'Byrne, seconded by Councillor Chapman, it was **RESOLVED** by a unanimous show of hands that the list of 49 payments, totalling £53,785.42 as detailed in appendix 1 on page 3797 be approved.

**b) Funfair and Fireworks event.**

An updated budget proposal for the Funfair and Fireworks event, to be held on Sunday 26<sup>th</sup> May 2024, was received by the council. It was **NOTED** that the event is more substantial and complex than many of those previously organised by the council, and has included the preparation and submission of a license application to Leeds City Council. The budget which, as a working document, remains subject to change shows current costs as being £17,741 with income of £12,793 based upon 80% ticket sales. It was **AGREED** that the deficit be funded by reserves ear-marked for event purposes, leaving no net cost to the council's revenue budget.

Promotion of the event is the main priority now. While suppliers have been sourced, more stewarding personnel may be required from 2pm. Councillors were encouraged to sign up and assist with this element of the event organisation.

Councillor Buckle expressed appreciation to the Communications and Events Officer for her work and commitment to organising such a large event.

As proposed by Councillor Buckle and seconded by Councillor Harrington, it was **RESOLVED** by a show of hands with 11 votes in favour and 1 abstention that the budget proposal for the Funfair and Fireworks event be approved and arrangements continue as outlined by the Communications & Events Officer.

**c) Grant applications.**

Following a proposal from Councillor O'Byrne, seconded by Councillor Mulhall, it was **RESOLVED** by a show of hands with 10 votes in favour and 2 abstentions to proceed with the awarding as outlined in the recommendation made from the Budgets & Governance Committee on the 9<sup>th</sup> April 2024, which are as follows:

- £143.63 – Wetherby Business Association – 2024 Christmas Lights Switch On (subject to application being received).
- £250.00 – Wetherby Arts Festival – 2024 festival costs (subject to application being received).
- £250.00 – Deighton Gates Primary School PTA – outdoor teaching area.
- £250.00 – Wetherby in Support of the Elderly – entertainment sessions.
- £250.00 – Wetherby Musical Theatre Group – costs of next production.
- £350.00 - Squadron 35 Wetherby Air Cadets – VR headset (subject to remaining funding for project being identified).
- £500.00 - Wetherby Community Radio Ltd t/a Tempo 107.4 FM – cost of digital multiplex license.
- £900.00 – Wetherby Civic Society – Wetherby 200 event costs.
- £900.00 – Wetherby & District Lions Club – Drivers Day event costs.
- £983.00 – Wetherby Rugby Union Club – access improvements at Grange Park (subject to confirmation of ownership of and responsibility for site).

No further applications will be accepted during the 2024/25 period unless additional funding is identified for distribution.

**234 23-24**

**Action Plan.**

The council **RECEIVED** and **NOTED** updates on progress against the Council's agreed strategy, including that the tender process for the new website is now live.

It was **NOTED** that the Bath House is included in the document, via use of a photo as the emblem for the Jubilee Gardens asset entry.

**235 23-24**

**Banking in Wetherby.**

**a) Closure of Branches.**

The council was informed of the planned closure of the Lloyds and Halifax banking branches in Wetherby.

**b) Banking Hub.**

Receipt of an email outlining the proposed provision of a Banking Hub in Wetherby was **NOTED**. This is a day-to-day service provided through a dedicated Post Office branch, supplemented by visits from representatives of high street banks.

Following a proposal by Councillor Harrington, seconded by Councillor Bradley, it was **RESOLVED** by a unanimous show of hands to engage with Cash Access UK's Community Engagement Manager to begin the process of opening a Banking Hub with Councillor Mulhall being the council's appointed representative for this.

**236 23-24**

**Planning & Development.**

**a) Planning Committee – 25<sup>th</sup> March 2024.**

The minutes of the Planning Committee meeting held on 25<sup>th</sup> March 2024 were **RECEIVED** and can be found in appendix 2 in page 3799.

**b) Conversations with Better Wetherby Event.**

The invitation to Conversations with Better Wetherby Event on the 17<sup>th</sup> April 2024 was **NOTED**. Councillors are to contact the Better Wetherby Partnership individually if they would like to attend.

**c) Correspondence – Better Wetherby Partnership March 2024 Newsletter.**

Receipt of this document was **NOTED**.

**d) Submission of New Settlement (Maltkiln) Development Plan.**

The notification of Submission of New Settlement (Maltkiln) Development Plan document was **RECEIVED** and **NOTED**.

It was further **NOTED** that there may be a public enquiry meeting in the following weeks on the new Maltkiln settlement.

**237 23-24 Budgets & Governance Committee.**

The minutes of the Budgets & Governance Committee meeting held on 12<sup>th</sup> March 2024 were **RECEIVED** and can be found as appendix 3 from page 3802.

**238 23-24 Communications Committee**

**a) Communications Committee – 25<sup>th</sup> March 2024.**

Following a proposal by Councillor Mulhall and seconded by Councillor Knight, it was **RESOLVED** by unanimous show of hands that the minutes of the Communications Committee meeting held on 25<sup>th</sup> March 2024 be approved by committee members and received by the council. The minutes can be found as appendix 4 from page 3803.

**b) Website Tender.**

It was **NOTED** that the tender process for the procurement of a new council website has begun. The tender has been publicly advertised, sent to a number of potential suppliers and interested parties and is currently displayed on the council's website.

**239 23-24 Community Infrastructure Levy (CIL) Committee.**

Following a proposal by Councillor O'Byrne and seconded by Councillor Harrington, it was **RESOLVED** by unanimous show of hands that the minutes of the Community Infrastructure Levy (CIL) Committee meeting held on 4<sup>th</sup> March 2024 be approved by committee members and received by the council. The minutes can be found as appendix 5 from page 3805.

**240 23-24 Property Committee.**

The minutes of the Property Committee meeting held on 4<sup>th</sup> March 2024 were **RECEIVED** and can be found in appendix 6 from page 3808.

**241 23-24 Welcome to Wetherby.**

The minutes of the Welcome to Wetherby meeting held on 12<sup>th</sup> March 2024 were **RECEIVED** and can be found in appendix 7 from page 3811.

**242 23-24 Town Hall Management Committee.**

The minutes of the Town Hall Management Committee meeting held on 19<sup>th</sup> February 2024 were **RECEIVED** and can be found in appendix 8 from page 3814.

It was **NOTED** that the warm spaces project has since been put on hold with the aim to review the decision to run a Warm Space in July 2024.

**243 23-24 Correspondence.**

**a) Wetherby 10K event.**

Receipt of this document was **RECEIVED** and **NOTED**.

**b) Amendment of Electoral Boundaries.**

A proposal from a member of the public to review and request an amendment to the electoral boundaries was received. As Parliamentary Constituencies have been reviewed recently, it was **AGREED** that the council should focus on other projects at this time.

**c) Project to end loneliness.**

Project Notolo, an ongoing project which aims to shine a light on the loneliness pandemic, is working with LCC, Enerveo, and Ward Councillors to install a sign – referred to as a Beacon of Hope – in every ward in Leeds.

It was **NOTED** that Market Place has been proposed as a location for one of these signs in Wetherby due to its high foot traffic.

**244 23-24**

**Highways.**

Councillor Mulhall reported that he had attended the Highways meeting where the following updates were received:

- Flashing signage which is active during school times has been installed at Deighton Gates Primary School.
- It was proposed to move the give-way line at Bridgefoot Gardens to give better visibility.
- Proposals for new mini roundabout at the junctions near Deighton Bar and Crossley Street are being developed.
- The results from the Traffic Crossing review have not yet been received, but all options are being considered.
- Due to a lack of safe formal crossing points, St James CE Primary School now has a School Crossing Patrol Warden.
- It was noted that the monthly meeting was well attended and growing in popularity.

**245 23-24**

**Police matters.**

**a) Crime Statistics.**

The crime statistics for March 2024, provided by the Wetherby and Harewood Neighbourhood Watch scheme were **RECEIVED** and **NOTED**. They showed a total of 2 incidents of anti-social behaviour and 125 other crimes.

**b) Police & Communities Together.**

Councillor Chapman reported that he had attended the meeting on the 2<sup>nd</sup> April 2024. Crime figures will now be back to displaying data from Wetherby Ward only. It was **NOTED** that the inspector is keen to reinstate meetings with Neighbourhood Watch co-ordinators.

**246 23-24**

**Next meetings.**

**a) Civic Service.**

The date of the next Civic Service will take place on Sunday 21<sup>st</sup> April 2024 at 3pm in St James' Church. Councillors were reminded to reply to their invitations to the service.

**b) Annual Town Council Meeting.**

The date of the Annual Town Council Meeting will take place on 14<sup>th</sup> May 2024 at 7pm in Wetherby Town Hall.

**c) Wetherby Town Council Full Council meeting – June 2024.**

It was **NOTED** that any items for inclusion in the next, ordinary, meeting should be sent to the Clerk by 1<sup>st</sup> June 2024.

The meeting closed at 8.00pm.

These minutes were recorded by Iona Taylor, Town Clerk and prepared by the Assistant Clerk, Rowann Fitzpatrick.

**SIGNED:** ..... (Chair)

**DATE:** .....

*Signed copy available on request.*



## APPENDIX 1 LIST OF PAYMENTS

Date	Payee	Purpose	Amount
15/03/2024	Business Stream	Water - Cemetery	£16.40
15/03/2024	PCM	IT Support	£202.80
19/03/2024	D Smith	Wages (Change of Bank Details)	£70.30
25/03/2024	Leeds City Council	West Ward Election Costs (Re-Issued Cheque)	£11,626.95
26/03/2024	Vodafone	Mobile Phone Contracts (Burials, Caretaker, Comms)	£150.01
28/03/2024	Deep Blue Networks	Telecoms Contract	£73.22
28/03/2024	Information Commissioner's Office	Data Protection Renewal 2024-25	£35.00
28/03/2024	Document Solutions	Print Contract	£17.70
28/03/2024	Unity Bank	Manual Credit - Handling Charge	£3.90
31/03/2024	Unity Bank	Service Charge	£49.35
02/04/2024	Leeds City Council	Rates - York Road Depot	£523.50
02/04/2024	Leeds City Council	Rates - Cemetery	£312.80
02/04/2024	Leeds City Council	Rates - Market Tolls	£242.15
02/04/2024	Business Stream	Water - Garden of Rest	£16.85
03/04/2024	Morley Town Council	Charity Dinner	£74.00
04/04/2024	O2	Mobile Phone Contract (Clerk)	£36.59
04/04/2024	Grenkeleasing	Printer Lease	£204.01
09/04/2024	Business Stream	Water - Sandringham Park Tap	£15.26
10/04/2024	SLCC	Planning Training - Assistant Clerk	£36.00
10/04/2024	Write, Design & Print Limited	Egg Hunt Posters	£50.40
10/04/2024	Touchwood	Graffiti Remover	£10.99
10/04/2024	Write, Design & Print Limited	Civic Service Flyers & Posters	£64.50
10/04/2024	Wicksteed Leisure Ltd	Playground & Bike Tracks Inspections	£688.80
10/04/2024	Class Office Equipment Limited	Stamps	£41.46
10/04/2024	Class Office Equipment Limited	Pencils	£2.23
10/04/2024	Wetherby Riverside Bandstand Trust	Concert Sponsorship	£180.00
10/04/2024	I. Taylor Expenses	Strategy Printing, Postage & Pots	£165.47
10/04/2024	Printworks North	Markets Banners	£93.60
10/04/2024	A. Waterfield Expenses	Milk, Postage, Card & Refreshments	£58.30
10/04/2024	H. Briden Expenses	Refreshments, Licence Fee & Application Advert	£711.98
10/04/2024	Hedgehogs R Us	Hedgehogs Highways Project	£157.50
10/04/2024	Montwhelan	Depot Rent 25.3.24-23.6.24	£3,000.00
10/04/2024	J. Hudson	Market Stall Erection - March	£1,400.00
10/04/2024	J. Hudson	Market Stall Trailer Repairs	£195.00
10/04/2024	Abbotts Memorials	15773, Gravedigging (Ashes)	£130.00
10/04/2024	Microshade Business Consultants Ltd	Hosting Service & Support	£2,521.58
10/04/2024	Synergy Business Support	Bookkeeping Services - March	£987.25
10/04/2024	Thorpe Trees Limited	Tree Planting	£3,257.79
10/04/2024	Yorkshire Local Councils Associations	Membership 1.4.24 - 31.3.25	£1,509.00
10/04/2024	Farm & Land Services	6652, Arboricultural Maintenance	£486.00
10/04/2024	Farm & Land Services	6664, Grasscutting	£656.40
10/04/2024	Farm & Land Services	6665, Cemetery Maintenance	£2,064.00

10/04/2024 Farm & Land Services	6666, Cemetery Maintenance - Damaged Wall	£93.60
10/04/2024 Farm & Land Services	6667, Caretaker Duties	£1,359.60
10/04/2024 Touchwood	Window Cleaning Kit, Hex Key, Cartridge	£31.00
10/04/2024 Prudential	Pension Contributions	£10.00
10/04/2024 West Yorkshire Pension Fund	Pension Contributions	£3,218.83
10/04/2024 HMRC	NI and PAYE - April 2024	£4,047.06
10/04/2024 Staff Salaries	Salaries - April 2024	£12,886.29
<b>Total</b>		<b>£53,785.42</b>

*Signed copy available on request.*





## APPENDIX 2 MINUTES OF A MEETING OF THE PLANNING COMMITTEE

**Date:** Monday 25th March 2024  
**Time:** 4.30 pm  
**Location:** Micklethwaite Room, Wetherby Town Hall, Market Place, Wetherby, LS22 6NE.

**Present:** Councillor Ager-Mills (from 4:36pm)  
Councillor Bradley  
Councillor Moss  
Councillor Mulhall (Deputy Mayor and Chair)  
Councillor Payne (Mayor)

**In attendance:** Rowann Fitzpatrick, Assistant Clerk

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### MINUTES

1. **Apologies.**

*Local Government Act 1972, s 85 (3)*

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

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)*

It was **AGREED** that the minutes from the Planning Committee meeting held on *Monday 4th March 2024* be received.

5. **Consultations on planning applications.**

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

It was **RESOLVED** that there are no objections to the below applications subject to the proposals meeting or exceeding the requirements and guidance in the 'Building for Tomorrow Today, Sustainable Design and Construction SPD to ensure that the highest standards of eco-efficiency are achieved.

5.1 **24/01153/FU | Single storey side extension; single storey extension to rear of existing garage incorporating new pitched roof and addition of side door to part of garage to form a habitable room | 3 Buttermere Avenue Wetherby LS22 6YZ**

5.2 **24/00150/FU | Retrospective application for conservatory to rear | 20 Kings Meadow Mews Wetherby LS22 7FT**

*\*Councillor Ager-Mills joined the meeting at 4:36pm\**

5.3 **24/01077/FU | Single story side/rear extension with balustrade balcony to rear and storage area to basement below to rear | 48 Coxwold View Wetherby LS22 7 PU**

5.4 24/01077/FU | Part two storey part single story side/rear extension with double garage; replacement windows; new timber front door; raising the dormer roof height; new ground floor bi-folding doors to rear; new first floor side window; rendered walls and timber cladding | 37 Meyrick Avenue Wetherby LS22 6SP

5.5 24/00515/FU | New hardstanding and dropped kerb to front with boundary fence | 27 Parsons Green Wetherby LS22 6RQ

It was **NOTED** that this application was resented by LCC in error and dismissed. It was previously discussed at the Planning Committee meeting on *Monday 4th March 2024*.

5.6 Any other applications received for consideration since *Tuesday 5th March 2024* – None.

6. **To receive other planning applications.**

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

6.1 24/01040/DHH | 6.00m single storey rear extension, 2.65m to ridge height and 2.40m to eaves (flat roof) | 13 Ainsty Garth Wetherby LS22 7RB

6.2 24/01206/CLP | Certificate of Proposed Lawful Development for installation of an air handling unit sat upon a concrete base. | 1 Sandbeck Way Wetherby LS 22 7DN

6.3 24/01046/ADV | Replacement of one internally illuminated fascia sign with new internally illuminated fascia sign, replacement of one non-illuminated double sided projecting sign with one non-illuminated double sided projecting sign, repainting of fascia. | 25B Market Place Leeds Wetherby LS22 6LQ

6.4 24/01298/CLP | Certificate of Proposed Lawful Development for a single storey rear extension | 8 Ingbarrow Gate Wetherby LS22 6AS

6.5 24/9/00029/MOD | Raised decking area to rear with balustrade balcony – **NON MATERIAL AMENDMENT TO 23/02803/FU** – We wish to use a tensioned wire balustrade instead of a glass balustrade. This would comply with relevant building regulations and be of the same dimensions and in exactly the same position as the original plan. | 2 Ashfield Wetherby LS22 7TF

7. **To receive updates from planning authorities.**

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

8. **Planning Committee Terms of Reference.**

*Local Government Act 1972, part 6, s 101 (1) (a)*

The committee received and considered the suggested amendment to the Planning Committees terms of reference.

It was **AGREED** to submit a recommendation to Full Council that the suggested changes to the Terms of Reference be made.

9. **Licence application for Grange Park.**

The committee was advised of a licence application that had been submitted for Grange Park Sports Club.

Concerns were raised regarding the potential for noise pollution however considering the location of Grange Park and its distance to residents it was **AGREED** that the committee did not have any objections to this application.

10. **Items for information** – None.

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

The next meeting of the Planning Committee will take place on *Monday 8th April 2024* at 4:30pm in the Wetherby Town Hall.

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*The meeting closed at 4:52pm.*

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

*Signed copy available on request.*



## APPENDIX 3

### MINUTES OF A MEETING OF THE BUDGETS & GOVERNANCE COMMITTEE

**Date:** Tuesday 12<sup>th</sup> March 2024  
**Time:** 5.30pm  
**Location:** Town Council Offices, Wetherby Town Hall, LS22 6NE

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

**In attendance:** Iona Taylor, Town Clerk and RFO

1. **Apologies** – none.

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

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

It was **RESOLVED** that the minutes of the last meeting of the Budgets & Governance Committee, held on 13<sup>th</sup> February 2024, be approved as a true record.

4. **Town Council payments to be made.**

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

- 4.1 £38.68 - Opus Energy Ltd – Electricity OMP (Garden of Rest)
- 4.2 £43.17 – Opus Energy Ltd – Electricity Weir Lights
- 4.3 £570.00 - Pear Technology Services Ltd – Cemetery Map Update
- 4.4 £154.09 - Class Office – First Aid Kits
- 4.5 £29.94 – Class Office – First Aid Kits
- 4.6 £12.00 – Write Design & Print – Printing of Mayoral Photos
- 4.7 £3.91 – Morrisons – Refreshments
- 4.8 £11,626.95 – Leeds City Council – West Ward Election Costs

5. **Town Council bank reconciliations.**

Members checked bank reconciliations to 30<sup>th</sup> November 2023 against bank statements for the following accounts:

- 5.1 Unity Trust Current a/c \*\*\*\*7706 - £21,442.38
- 5.2 Unity Trust Deposit a/c \*\*\*\*7719 - £491,755.59

6. **Receipts** – not covered at this meeting.

7. **Grant Funding.**

After considering the number of applications for grant funding received, it was **RESOLVED** that a recommendation be made to the Full Council meeting later on this date that this committee should review the requests in detail and make a recommendation on funding to be awarded.

8. **Next meeting.**

The next meeting of the Budgets & Governance Committee will take place on Tuesday 9<sup>th</sup> April 2024 at 5pm in Wetherby Town Hall.

The Clerk reported that she has a meeting scheduled with the internal auditor on 15<sup>th</sup> April 2024 to which members of this committee are invited to attend.

The meeting closed at 6.15pm.

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



## APPENDIX 4

### MINUTES OF A MEETING OF THE COMMUNICATIONS COMMITTEE

**Date:** Monday 25<sup>th</sup> March 2024  
**Time:** 7.00pm  
**Location:** Micklethwaite Room, Wetherby Town Hall, Market Place, Wetherby, LS22 6NE

**Present:** Councillor Ager-Mills  
Councillor Frame  
Councillor Knight  
Councillor Lavocah  
Councillor Mulhall (Chair)

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

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#### MINUTES

1. **Apologies** – None.  
*Local Government Act 1972, s 85 (3)*
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)*  
It was **AGREED** that the Minutes of the Communications Committee meeting held on *Monday 22nd January 2024*, as approved at Full Council on the *12th March 2024* be accepted.
5. **Matters arising from the last meeting.**
  - 5.1. **Markets Survey.**  
It was **NOTED** that the markets survey was launched on *Thursday 7th March 2024*. The survey has currently received 157 online public submissions. Physical copies of the survey will be collated after the survey period has ended on *Thursday 28th March 2024*.
6. **Website.**
  - 6.1. **Website Tender.**  
The committee received and considered a draft tender document for the design and provision of the new Wetherby Town Council website.  
  
The tender document was **APPROVED** to be launched.

**6.2. Councillor representation in supplier meetings.**

As part of the decision making process for potential website suppliers, it was **AGREED** that Councillor Mulhall and Councillor Newcombe will provide councillor representation in meetings with potential website suppliers.

It was **NOTED** that while Councillor Newcombe is not a member of the Communications Committee, his presence at the meetings with potential suppliers is due to his expertise and knowledge of information technology and contractual agreements.

**7. Communication and Events Officer updates.**

The communications and Events Officer advised the committee that the development of the Funfair and Fireworks Festival is progressing, with the current focus being on ensuring that the license agreement has been arranged and requirements are met.

A lot of the work towards the Funfair and Fireworks event, such as arranging the licensing agreement, has been preparation work for future events. This license will allow Wetherby Town Council to hold up to four events a year on the lngs. While the current license does not include sale of alcohol, this can be changed later as required.

The committee was also updated on the development of the 200<sup>th</sup> Anniversary of the Sale of Wetherby, particularly regarding the use of empty shops for display purposes in conjunction with the Wetherby 200 Art Exhibition and the Arts Festival in October.

It was also **NOTED** that a member of the Wetherby Business Association had previously been in contact to express interest in getting involved with the 200<sup>th</sup> Anniversary of the Sale of Wetherby. They have since been put in contact with the Civic Society to discuss further.

**8. Items for information.**

**8.1. Correspondence.**

Correspondence from the National Association of Local Councils (NALC) on best practice when using email addresses was **RECEIVED** and **NOTED**.

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

The date of the next meeting of the Communications Committee was confirmed as taking place on *Monday 29th April 2024* at 7:00pm in Wetherby Town Hall.

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*The meeting closed at 7:25pm.*

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



## APPENDIX 5 MINUTES OF A MEETING OF THE COMMUNITY INFRASTRUCTURE LEVY (CIL) COMMITTEE

**Date:** Monday 4<sup>th</sup> March 2024  
**Time:** 7.00 pm  
**Location:** Bramham Room, Wetherby Town Hall, Market Place, Wetherby, LS22 6NE

**Summons:** Councillor Harrington  
Councillor Mulhall (Deputy Mayor)  
Councillor O'Byrne (Chair)  
Councillor Payne (Mayor of Wetherby)  
Councillor Riddell (*From 7:17pm*)

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

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### MINUTES

1. **Apologies.**

*Local Government Act 1972, s 85 (3)*

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

2. **Declarations of 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 CIL Committee meeting held on *Monday 5th February 2024* as approved by Full Council on *Tuesday 13th February 2024*, were **RECEIVED**.

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

6. **CIL funds balance.**

An up-to-date balance of CIL funds held by Wetherby Town Council was **RECEIVED**.

It was **NOTED** that the current balance is £157,914.68.

## 7. Use of CIL funds.

### 7.1 **One Stop Centre.**

The Clerk reported on an update received from Ward Councillor Lamb regarding the proposed refurbishment of the One Stop Centre. Wetherby Town Council has previously, notionally allocated £60,000 of CIL Funding to help fund this project. Councillor Lamb has indicated that at this stage it would help conversations with Leeds City Council for some CIL funding to still be allocated for the One Stop Centre project, which would give an indication of local interest, regardless of whether the proposal proceeds. Councillor Lamb understands the pressures and demands on the CIL funding held by Wetherby Town Council and will report this back to Leeds City Council.

As proposed by Councillor Harrington, seconded by Councillor O'Byrne, it was **RESOLVED** that the committee makes a recommendation to delegate £55,000 of CIL funding towards the provision of the One Stop Centre with a caveat of reviewing the progress and development of proposals before the end of the 2024/2025 financial year.

### 7.2 **Sandringham Park playground project.**

It was **NOTED** that the Clerk met with Eibe to begin making amendments to the Sandringham Park playground design.

A number of funding opportunities have been identified by the Clerk, however even if all identified sources of funding are successfully applied for and received, a deficit of £4,546 will still remain. Clerk to continue researching opportunities for funding.

### 7.3 **Garden of Rest iron railings.**

It was **NOTED** that there was no update on the provision of the iron railings in the Garden of Rest.

### 7.4 **Wetherby War Memorial repair and clean.**

It was **NOTED** that it is unknown at this time if the road in front of the memorial, 'High Street,' would need to be closed for the duration of the works. Committee members were reminded that this is within the remit of the Property Committee.

It was **AGREED** that the Clerk would send a war memorial link to Committee members for their information.

### 7.5 **Bridgefoot Gardens planting scheme.**

It was **NOTED** that there was no progress to be reported.

### 7.6 **SID devices.**

It was **NOTED** that Ward Councillor Lamb was still in communication with Leeds City Council for a guarantee on the level of service they would provide towards the SID Devices if bought through their scheme.

Clarification is still required on the requirements to service and maintain personal SID devices if bought through a private company. It was understood that data collection and administration of the SID devices would need to be taken up by committee members.

Councillor Mulhall tentatively offered to collate data as part of Road Safety Group meetings.

*\*Councillor Riddell joined the meeting at 7:17pm\**

### 7.7 **Other investment opportunities – None.**



**8. Items for information.**

**8.1 Capital works in the Town Hall.**

It was **NOTED** that £10,000 of CIL funding has been delegated for capital works and improvements in Wetherby Town Hall, as approved by Full Council on *Tuesday 13<sup>th</sup> February 2024*.

**9. Date of next CIL Committee meeting.**

The next meeting of the CIL Committee will take place on *Monday 10th June 2024* at 7:00pm in Wetherby Town Hall.

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*The meeting closed at 7:20pm.*

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

*Signed copy available on request.*



## APPENDIX 6

### MINUTES OF A MEETING OF THE PROPERTY COMMITTEE

**Date:** Monday 4th March 2024  
**Time:** 5:30 pm  
**Location:** Bramham Room, Wetherby Town Hall, Market Place, Wetherby, LS22 6LP

**Present:** Councillor Bradley  
Councillor Chapman  
Councillor Moss  
Councillor Mulhall (Chair and Deputy Mayor)  
Councillor O'Byrne (*From 5:33pm*)  
Councillor Payne (Mayor)

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

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#### MINUTES

1. **Apologies.**  
*Local Government Act 1972, s 85 (3)*  
It was **RESOLVED** that apologies be received, and reasons for absence accepted, from Councillor Frame.
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)*  
It was **RESOLVED** that the minutes of the last Property Committee meeting, held on the *Monday 5th February 2024*, be approved.
5. **Matters arising from the last meeting.**
  - 5.1 **Sandringham Park Playground.**  
It was **NOTED** that the preferred supplier has been contacted to begin final amendments to the proposal.  
  
The Clerk identified several funding opportunities, including public donation from local businesses and a number of grant applications. However, even if all identified sources of funding are successfully applied for and received, it was **NOTED** that there would still be a deficit of £4,546 to consider.

*\*Councillor O'Byrne joined the meeting at 5:33pm\**

**6. Facilities report.**

The Committee were updated on the management of Wetherby Town Council's property as recorded in the PPM tracker.

Notable mentions include:

**6.1 Bridgefoot Gardens**

The Council's grounds Maintenance Contractor quoted £246 + VAT to repair the potholes in Bridgefoot Gardens.

Following a discussion, it was **APPROVED** to proceed with the repair.

**6.2 Scaur Bank.**

It was **NOTED** that the corroded railings in Scaur Bank have now been removed due to concerns to the safety of the public.

**6.3 Mason Field.**

It was advised by an arboriculturist that there is evidence of root lifting on the tree 281. A minor crown reduction was advised to reduce leaning of the tree and avoid felling.

**6.4 Sandringham Park.**

It was **NOTED** that some issues with the adult exercise equipment at Sandringham Park have been raised with the clerk. The supplier of the equipment will examine further to offer solutions.

**6.5 Millenium Field.**

Waiting on better weather and ground conditions to repair and maintain the paths.

**6.6 Nidd Approach.**

An approximate quotation of £1,300 was received by the committee for the removal and repair of the rotted wooden fencing at the front of the site. It was **NOTED** that this fencing should last around 15 years.

**6.7 Devils Toenail.**

Wetherby Bike Trail Representatives identified that the bike track condition at the Devils Toenail Park has rotted and requires resurfacing. It was estimated that 40-60 tons of material would be required to resurface the entire track. The Clerk has requested the cost of materials however it is expected to cost close to £5,000.

**7. Walton Road Tree Planting Scheme.**

It was **NOTED** that trees are provisionally arranged to be planted along Walton Road on *Sunday 10th March 2024*. Residents local to the planting scheme have been sent letters informing them of the scheme.

**8. Annual Playground Inspections.**

It was **NOTED** that the annual external inspection of the Council's playgrounds, skate park, and adult exercise equipment and bike facilities will take place on *Thursday 7th March 2024* by Wicksteed Leisure Ltd at a cost of £574.

## 9. Wetherby Cemetery.

### 9.1 Cemetery gate.

Committee members were informed that substantial damage to the Cemetery gate and walls had been caused by a vehicle collision. This includes both gates being buckled, cracks along the wall, and as advised by a local resident, damage to the wall on a neighbouring property. The gate has been made safe for the time being.

The committee discussed whether to claim through the driver's insurance or the council's property insurance. It was understood that this would be a very expensive and time-consuming repair. The committee **RESOLVED** to defer its decision until after a full report of damage is completed and checked by an external specialist.

### 9.2 Cemetery bollards.

A quotation of £1,200 + VAT was received for the implementation of bollards in the cemetery. It was **AGREED** to progress as the site is currently unsecured.

It was raised whether this cost could be reimbursed by insurance as the need for bollards to make the area secure was identified during the recent vehicle collision with the Cemetery gates. Clerk to enquire.

### 9.3 Cemetery boundary hedge.

The committee received a proposal for the installation of a fence and re-hedging of the cemetery boundary hedges to reduce trespass via unauthorised cut-throughs. The estimated cost is £1,127.50 + VAT.

It was proposed by Councillor Mulhall, seconded by Councillor Chapman, to proceed with the option to install 18 metres of 1.8-metre-high fencing along the entire border.

### 9.4 Cemetery fees.

As proposed by Councillor Mulhall and seconded by Councillor Moss, it was **AGREED** that the provision of Cemetery fees be increased by 4% from the 2023/2024 charges.

## 10. Date of additional meeting.

Following a discussion, it was **APPROVED** for an additional Property Committee meeting to take place on *Monday 8th April 2024* at 5:30pm in Wetherby Town Hall.

## 11. Items for information.

### 11.1 Request from Wetherby Sports Association.

A request from the Wetherby Sports Association was received requesting the use of the old paving flags currently stored behind the workshop in the Cemetery.

It was **AGREED** that permission could be given subject to the Sports Association removing the paving flags themselves.

## 12. Next meeting.

The next meeting of the Property Committee will take place on *Monday 8th April 2024* at 5:30pm in the Wetherby Town Hall.

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*The meeting closed at 6:02pm.*

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



## APPENDIX 7 MINUTES OF A MEETING OF WELCOME TO WETHERBY

**Date:** Tuesday 12<sup>th</sup> March 2024  
**Time:** 3.30pm  
**Location:** Micklethwaite Room, Wetherby Town Hall, Market Place, Wetherby, LS22 6NE.

**Present:** Councillor Buckle (Chair)  
Councillor Lavocah  
Councillor Smith

**In attendance:** Iona Taylor, Clerk  
Rowann Fitzpatrick, Assistant Clerk  
Helena Briden, Communications and Events Officer  
Member P. Burr

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### MINUTES

1. **Apologies.**

*Local Government Act 1972, s 85 (3)*

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

It was **NOTED** that a representative of the Wetherby Business Association also sent their apologies.

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)*

It was **AGREED** that the minutes of the Welcome to Wetherby meeting held on *Tuesday 13th February 2024* be accepted.

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

5.1. **Knit and Knatter.**

It was **NOTED** that the first Knit and Knatter session is booked on *Tuesday 26th March 2024* at 10:30am until 12:30pm. Advertisement materials from Councillor Smith to be passed onto Town Hall staff.

## 5.2. 80<sup>th</sup> Anniversary of D-Day.

It was **NOTED** that the quotes provided by Councillor Ager-Mills have expired however it is estimated that a second-hand sky light would cost approximately £250. Concerns were raised as to the due diligence required to ensure a second-hand product is suitable for purpose and can be safely operated.

The committee received two other options: A projector which could project stationary or spinning imagery onto the Town Hall at £2200 + £200 for a bespoke image slide, and a gas brazier costing £549 + VAT. It was noted that both could be reused on a number of occasions.

It was **AGREED** to proceed with the provision of the projector with one stationary slide with the assumption of getting approval for attaching the projector to the lamppost opposite the Town Hall.

The purchase of the gas brazier was identified as a good back-up option in the event that approval cannot be received.

## 6. Easter Holidays.

It was **NOTED** that as per agreed at the Markets Committee on *Tuesday 13<sup>th</sup> February 2024*, an Easter egg trail activity will be held during the market over the Easter holidays.

Other suggestions for Easter holiday activities were raised, including an Easter photo competition. Following a lengthy discussion, it was **AGREED** that only activities and events included in the Action Plan which was approved at Full Council on *Tuesday 12<sup>th</sup> December 2023* will be progressed as part of Welcome to Wetherby.

It was suggested that activities such as the Easter photo competition could be trialled separately from Welcome to Wetherby this year then submitted for next year's action plan.

## 7. Funfair and Fireworks.

*Local Government Act 1972, Section 144*

The committee received a working budget for the Funfair and Fireworks event planned for *Sunday 26<sup>th</sup> May 2024*. Due to changes in the requirements from Leeds City Council to run public events, cost for hosting public events has risen substantially, leading to a current estimated loss of £3,834.89.

It was **NOTED** that some funding from the surplus generated by previous bonfire night events remains as an earmarked fund. As proposed by Councillor Buckle, seconded by Councillor Lavocah, it was **AGREED** that in order for ticket prices to remain as low as possible, these monies could be used to cover deficit in funding for the Funfair and Fireworks event.

Councillor Buckle to approach local businesses for sponsorship. It was **AGREED** that sponsors of the event would be able to promote their businesses at the event through banners reflective of the amount donated.

Appreciation was expressed to the Clerk, The Communications and Events Officer, Councillor Harrington, Councillor Buckle, and Member P. Burr for their efforts in organising this event.

## 8. 200<sup>th</sup> Anniversary of the sale of Wetherby.

*Local Government Act 1972, Section 144*

The Communications and Events Officer updated the committee on the progression of the 200<sup>th</sup> anniversary of the sale of Wetherby. It was **NOTED** that following a meeting with the Civic Society, the idea of a projector to project images onto the Town Hall was well received.

Following an expression of interest from the Wetherby Business Association, it was **AGREED** that the Clerk would facilitate a meeting between Wetherby Business Association and the Civic Society to discuss other event options.

9. **Items for information.**

9.1. **YLCA D-Day 80<sup>th</sup> Anniversary Guide.**

The correspondence from the YLCA on the 80<sup>th</sup> Anniversary of D-Day was **RECEIVED** and **NOTED**.

The gas braziers, as outlined of page 45 of the guide, were discussed under agenda item 5.2.

10. **Next meeting.**

The next meeting of Welcome to Wetherby was confirmed to take place on *Tuesday 9<sup>th</sup> April 2024* at 3:30pm in Wetherby Town Hall.

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*The meeting closed at 4:20pm.*

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

*Signed copy available on request*



## APPENDIX 8 MINUTES OF A MEETING OF THE TOWN HALL MANAGEMENT COMMITTEE

**Date:** Monday 19th February 2024  
**Time:** 5.30 pm  
**Location:** Micklethwaite Room, Wetherby Town Hall, Market Place, Wetherby, LS22 6NE

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

**In attendance:** Iona Taylor, Clerk  
Rowann Fitzpatrick, Assistant Clerk  
1 member of the public

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### MINUTES

1. **Apologies.**

*Local Government Act 1972, s 85 (3)*

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

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)*

It was **AGREED** that the minutes of the Town Hall Management Committee meeting held on *Monday 22nd January 2024* be accepted.

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

5.1 **Soup Kitchen.**

It was **NOTED** that 'Wetherby in Support of the Elderly' (WISE) provisionally agreed to provide up to £1,500 in funding towards the provision of the soup kitchen, however depending on the duration of the Soup Kitchen project, additional funding would need to be sourced to cover any ongoing costs. Clerk to continue contacting local organisations for funding opportunities.

The committee also identified the need for staffing. It was **RESOLVED** that holding the Soup Kitchen on Thursdays for 3 hours would be preferable with Wetherby Food Bank aiming to provide staffing. However, the longevity of the project, and the effect it has on the market and local cafes would need further consideration.

It was proposed by Councillor Newcombe, and seconded by Councillor Bradley, that the Soup Kitchen commences the week beginning the *25th March 2024*, subject to funding being received from WISE, and adequate staffing, both from the Town Council and the Food Bank, being confirmed.



Councillor Payne offered to take part on the first session on *Thursday 28th March 2024*.

## 6. Facilities Management.

### 6.1 PPM tracker.

The Committee **RECEIVED** and **NOTED** updates to the Town Hall's maintenance recorded in the PPM tracker.

Of note:

- Concerns were raised as to how gentle the window cleaners were being when washing the Town Hall's windows. The Town Hall's windows are notably old and special care is needed when working on them.
- It was **NOTED** that the boiler needs to be replaced in the upcoming years. The estimated cost to replace the boiler is approx. £65,000. The Clerk has begun to research funding opportunities to cover this.
- It was **NOTED** that a quinquennial report of the Town Hall's building condition will need to be done next year.

### 6.2 Facilities reporting.

No other updates on the Town Hall's facilities were received.

### 6.3 Town Hall roofing works.

A member of Maddison James Associates was contacted to sign off on the outstanding works from Bullen Conservation. The only outstanding item remaining was the painting of rainwater goods however this was abandoned due to their condition.

An invoice for the sign-off of works from Maddison James Associates, and a final invoice for Bullen Conservation's outstanding works is expected to be received in the near future.

A contractor has been identified and lined up for the repair of the roof. It has been agreed at this stage for scaffolding to be erected to allow the contractor to complete some chimney repairs and check the extent of roofing works that are required. Permits to close parking spaces on the north side of the Town Hall has been requested in order to erect the scaffolding. The member from Maddison James Associates has also agreed to some joint working, to ensure the correct outcome for the roof is met.

Maddison James associates has advised that patching felt of the flat roof, while not a long-term solution, will add 2 to 3 years to the lifespan. It was **NOTED** that the roof repair should be prioritised over the replacement of the boiler, as ensuring the building is watertight will reduce internal damage to the building.

It was **AGREED** that once a date has been arranged for the roof to be surveyed, that an extraordinary meeting should be arranged to consider and agree recommendations.

## 7. Refurbishment works.

It was **NOTED** that Aaron Access has agreed to rectify ceiling damage resulting from the recent refurbishment works. The ceiling tiles had not been securely fixed in position, resulting in them coming loose during recent high winds. It was **AGREED** that their invoices for the works be approved for payment once the rectification is complete.

## 8. Electrical test reports.

### 8.1 Exclusion of press and public.

*Public Bodies (Admission to Meetings) Act 1960.*

It was **RESOLVED** to exclude the press and public for the duration of agenda item 8.2.

### 8.2 To consider quotations received for the fixed electrical testing.

Quotations were received and considered for the purpose of conducting fixed electrical testing.

### 8.3 To appoint a contractor to carry out fixed electrical testing.

It was proposed by Councillor Newcombe and seconded by Councillor Payne that Heron Electrical Ltd be appointed.

### 8.4 Emergency lighting.

The Committee was informed that a contractor has arranged to visit the Town Hall the week beginning the *19th February 2024* to conduct a survey of the emergency lights. Clerk to update the committee at the following meeting.

## 9. Finance.

### 9.1 List of payments.

Councillors **RECEIVED** and **NOTED** a list of payments made between *Tuesday 23rd January 2024* and *Monday 19th February 2024*. Supporting information for the following selection of payments was scrutinised by the committee:

- IB11 2-24 - Fading footprints LTD - £2,622.00
- IB29 1-24 - Smith of Derby Ltd - £244.80
- IB6 2-24 - Wetherby Town Council - £4,579.43
- IB20 1-24 - PHS Group - £812.68

While not on the list of payments, the Clerk requested that the committee also approve an invoice from Maddison James Associates at £446.50 for the signing-off of 2021 building works.

It was also requested that payment IB20 1-24 for a dust mat be held until enquires as to its suitability be resolved.

It was proposed by Councillor Newcombe and seconded by Councillor Bradley that these payments, with the exception of IB20 1-24, be accepted.

*\*Councillor Mulhall joined the meeting at 6:22pm\**

### 9.2 Bookings and financials.

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

#### 9.2.1 Income and expenditure reports.

The committee received the current total funds held by the Town Council. It was **NOTED** that the Town Hall has had income of £114,000 year to date, and expenditure of £46,154 year to date however expenditure is expected to largely increase with the payment of Arron Access for the refurbishment works.

The Committee **AGREED** that the Town Hall's income and funding deficit should be the focus of the next meeting.

### 9.2.2 Summary of bookings.

The Committee requested that a breakdown in cost to operate hire rooms vs the cost of hire be added to the next agenda.

Committee members were reminded that, as per CIO guidelines, the aim of the Town Hall is not to make a profit but to ensure enough to ensure the ongoing operation and maintenance of the Town Hall.

### 10. 2024/2025 Town Hall budget.

It was **AGREED** to defer agenda item 10 to the following meeting on *Monday 25th March 2024*.

### 11. Items for information.

#### 11.1 **Hearing loop.**

It was **NOTED** that an engineer from Contacta would be surveying the Town Hall to check what setup requirements are needed at a cost of £120.

#### 11.2 **Governance restructure.**

It was **NOTED** that the Council was recently contacted regarding the Governance Restructure. Currently the Clerk is working to get the Town Hall's ownership registered with the Town Council on the land registry. Clerk will update as needed.

### 12. Next meeting.

The date of the next meeting of the Town Hall Management Committee was confirmed as being on *Monday 25th March 2024* at 5:30pm in the Wetherby Town Hall.

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*The meeting closed at 6:42pm.*

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