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WETHERBY TOWN COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT 7PM ON TUESDAY 12TH MARCH 2024 IN WETHERBY TOWN HALL, MARKET PLACE, WETHERBY

- Present:**
- North Ward** Cllr H Chapman
Cllr C Mulhall (Deputy Mayor)
Cllr N O’Byrne
 - West Ward** Cllr D Buckle
Cllr D Frame
Cllr G Moss
Cllr A Riddell
 - East Ward** Cllr P Bradley
Cllr K Knight
Cllr J Lavocah
Cllr S Newcombe
Cllr D Payne (Mayor of Wetherby)

- In Attendance:**
- Iona Taylor (Town Clerk)
 - Ward Councillor Alan Lamb (until 7.23pm).
 - Ward Councillor Penny Stables (from 7.05pm).
 - 3 members of the public, including one representative from Wetherby Civic Society.

206 23-24 **Questions or comments from members of the public.**

The following items were raised:

a) Water Quality Monitoring – Bathing Status of River Wharfe

Concern about the frequency of proposed water testing being inadequate will be raised with the co-ordinator of the Wetherby and Villages Clean River Group.

b) Riverside (Wilderness Car Park).

Concerns about the speed of vehicles exiting this car park were raised. The member of the public raising this item was directed to the monthly road safety meeting to raise his suggestion of installing a speed bump on the exit route.

The road safety meetings are held on the first Tuesday of each month, in Wetherby Methodist Church at 5.30pm and are open to the public.

207 23-24 **Reports from Ward Councillors**

a) Wetherby High School

An update on the proposed redevelopment of Wetherby High School was received, with significant progress having been recently announced. It is hoped that an indicative design for the new building will be received by summer 2024, with proposals also including a new leisure centre on the same site.

Progress updates will be given every 6 weeks from now.

b) Children’s Homes

Leeds City Council are looking to purchase properties for the provision of very small-scale children’s homes. They would be used to house one to children in a residential setting. The proposals are designed to give better outcomes for looked after children and reduce the amount spent by Leeds City Council on external residential placements. A recent proposal to purchase a property on Ure Grove in Wetherby had caused consternation amongst neighbours and has now been abandoned. Ward Councillors are working with officers to identify other, more suitable properties.

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

1. **Election of the Chair.**

Local Government Act 1972, s 15

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

2. **Apologies.**

Local Government Act 1972, s 85 (3)

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

3. **Declarations of interest** – 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 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.



WETHERBY TOWN COUNCIL OFFICER REPORT

To: Town Councillors
From: Helena Briden
Date: 03/04/24
Subject: Funfair & Fireworks event update

1. Purpose of Report

To update Councillors on the progress of the event.

2. Summary

- 2.1 In line with the Council's action plan and commitment to provide and support a broad range of events for the people who live, work in, and visit the town; we have introduced the Funfair & Fireworks event as a replacement event for the 2023 Bonfire event. If successful, this may be replicated each year, going forward.
- 2.2 Although told initially by LCC that a licence was not required for this event, we have been informed recently that one is now required. This has incurred a substantial amount of additional work, but it will be in place for future events.

3. Background Information

- 3.1 This event is a non-budgeted event to replace the cancelled Bonfire event due to flooding on the lngs on 4/11/23.
- 3.2 It was decided to offer a replacement event to bring the community together and offer a family event to appease many disappointed ticket holders.
- 3.3 Sixty-seven % (67) of ticketholders from the cancelled bonfire event, have kept their tickets for this event.

4. Quotations Received

Suppliers that were engaged for the bonfire have been re-engaged for the new event in the interests of good business relations and avoidance of cancellation costs.

5. Risk Factors Identified

A full risk assessment and event management plan have been submitted to LCC, SAG and licensing along with other substantial documentation.

6. Financial Implications

6.1 *Is there a cost involved in the decision?*

There will be a cost for this event and the previous profit from the past WTW bonfire event, will be attributed to this. Other costs are being kept to an absolute minimum.

6.2 *Is there a budget to support the cost?*

As above. This event is a non-budgeted event with much higher costs associated with it, than a simple bonfire and fireworks event. With the profit from the previous event mentioned above, it is hoped this event will not incur a substantial shortfall.

6.3 *Can the matter be funded from other sources?*

Some sponsorship has been secured, but due to time restraints and town businesses' commitments to other causes, we are unable to secure more.

7. Climate Emergency Considerations

This is a plastic free event. All suppliers have been informed.

8. Crime & Disorder Considerations

Considerable and included in detail in the event documentation for LCC, SAG and LCC Licensing.

9. Equality Impact Considerations

Considered and included in detail in the event documentation for LCC, SAG and LCC Licensing.

10. Recommendations / Actions

Councillors are requested for Steward duties as follows, please advise ASAP:

2pm - 7pm Entrance control, scanning tickets and clicking in entrants. Security officers will also be present to ensure entrance rule compliance.

2pm - 7pm General patrols around the event site and litter picking.

7pm - 11pm Entrance control, scanning tickets and clicking in entrants. Security officers will also be present to ensure entrance rule compliance.

7pm - 11pm General patrol around the site and litter picking.

Food will be provided from the Sports Association BBQ for Stewards.

Stewards need to be named in advance for SAG/LCC Licence compliance, and your early confirmation would be very much appreciated





**WETHERBY TOWN COUNCIL
FUNFAIR & FIREWORKS
26TH MAY 2024**

	Income		Expenditure	
	Budget	Actual	Budget	Actual
Sponsorship	£500.00			
New potential ticket Sales (£2.92 x 1697 tickets) excl. babies in arms x 100 allocation	£4,955.24			
Carried over bonfire ticket sales x 2003	£5,845.87			
Terry Atha Funfair	£700.00			
Concessions Frontage Payment	£500.00	10 food @ £50 each		
Gate Money (£2.92 x 100 max persons)	£292.00			
TOTAL INCOME	£12,793.11			
Fireworks PYRO2000			£5,000.00	
Print 2750 or 2850 tickets			£176.00	
Saxon Security		10 pax SIA	£2,170.00	
Traffic Management			£500.00	
Ninehundred Communications			£305.00	
Wetherby Skips			£0.00	
Temporary Traffic Road Closure			£1,800.00	
Temporary footpath closure			£250.00	
HDP Event Medical			£770.00	
Fire Extinguishers			£100.00	
Stage			£0.00	
Premises Licence			£600.00	
Gray's entertainment - sound system/mixer/mics/generator			£1,250.00	
Miscellaneous - Rope/Tape/Battery			£200.00	
Grass Clean up & Re-seed			£200.00	
Free Tickets for team/security etc x 100			£0.00	
Entertainment kids			£800.00	
Entertainment bands			£2,500.00	
Portable toilets 20 x £45 each plus delivery			£1,000.00	
Lanyards and card holders x 50			£60.00	
Hi - Vis vests x 20			£0.00	
Facebook boost			£40.00	
Sound meter			£0.00	
Hand stamp			£20.00	
TOTAL EXPENDITURES			£17,741.00	
Income carried forward from previous events.			-£4,947.89	
			£4,185.45	
Profit / Loss 2024		TOTAL	-£762.44	



WETHERBY TOWN COUNCIL ACTION & DEVELOPMENT PLAN KEY TO PRIORITISATION

- 1** Year 1 - to to May 2024
- 2** Year 2 to May 2025
- 3** Year 3 to May 2026
- 4** Year 4 to May 2027 (Elections)
- 5** Year 5 to May 2028 (review of Neighbourhood Plan)
- 6** Medium Term - 2028-2033
- 7** Long Term - 2033 to 2043



WETHERBY TOWN COUNCIL DRAFT ACTION & DEVELOPMENT PLAN

Area of work:	Council & Administration
	•Efficient, effective & responsible running of Wetherby Town Council in discharging its duties and functions.
Aim:	•Attain LCAS Status.

Activity	Ref	Tasks	Responsibility	Cost	Update
Action Plan	C1	Adopt draft action plan.	Council		
	C2	Hold workshop with newly elected councillors to review plan and determine priorities for term of office.	Council / Clerk to convene.		
	C3	Adopt updated action plan.	Council		
Elections (May 2027 & Casual Vacancies)	C4	Display statutory notices and promote election process and timetable.	Clerk		Completed with co-options of new members 13/7/23.
	C5	Upload standard documents and induction pack to shared portal.	Clerk		
	C6	Induct new councillors prior to annual meeting of the council.	Clerk		
Meetings	C7	Review schedule of regular committee meetings and consider whether to continue with this set format in 2024.	Council		Completed - December 2023
	C8	Draw up schedule of meetings for 2024 for adoption by council.	Clerk		
	C9	Convene Annual Parish Meeting (including additional meeting in November 2023).	Chairman of the council.		2024 Annual Parish Meeting scheduled for 8/4/24.
Council Offices	C14	Promote and maintain office opening hours in accordance with decision by council on 14/3/23.	Clerk & Admin. Officer		
Implement Reserves Policy	C18	Open bank accounts to spread risk on investments.	RFO / Budgets & Governance Committee		Approval given for new accounts.



WETHERBY TOWN COUNCIL ACTION & DEVELOPMENT PLAN PROPERTY

Area of work: Property
Aim: To maintain, adapt and enhance the council's assets for all people who live

Activity	Tasks	Responsibility	Cost	Update
Neighbourhood Plan Objective	To provide new and diverse education, leisure and recreational activities for all ages.	Council / LCC		
Neighbourhood Plan Objective	To encourage inclusive access for local people to the range of housing that meets the needs for the town both in the short and longer term.	Council / LCC / Property Committee / Facilities Manager		
Management of Bath House in Jubilee Gardens. Management of War Memorial. Management of Whitaker Memorial Shelter.	Be mindful of policy ENV1 (protection and enhancement of local heritage assets) when considering actions relating to / impacting on the Bath House and Jubilee Gardens.	LCC / Property Committee / Facilities Manager.		

Activity	Tasks	Responsibility	Cost	Update
Management of Local Green Spaces.	Be mindful of policy ENV2 (Local Green Spaces) when considering actions in relation to the management of designated Local Green Spaces: <ul style="list-style-type: none"> • Hallfield Lane Cemetery • Mason Field, Hallfield Lane • Nidd Approach (also known as Fosters Field) • Quarry Hill Lane triangle, off Quarry Hill Lane. • King George's Field (also known as Scour Bank). • Garden of Rest, Bank Street • Bridgefoot Gardens • Sandringham Park • Raby Park • Hudson Park (also known as Millennium Field) • Jubilee Gardens (also known as Wharfedale Lawns). • Ings Skate Park (Lodge Lane) • Shaw Barn Croft (off Linton Road). • Walton Road Verge • Peace Garden (Caxton Street) 			
Memorial safety in cemetery.	Report to Property Committee on outcome of memorial safety testing.	Facilities Manager		
	Contact families of grave-owners where there is a safety issue to request that remedial works are undertaken.	Facilities Manager		
	Subject to outcome of Pr22 arrange for remedial works to be carried out or for unsafe memorials to be laid down.	Facilities Manager		
	Agree planting proposals after securing agreement from neighbouring properties.	Cllr Mulhall / Facilities Manager		

Activity	Tasks	Responsibility	Cost	Update
Walton Road tree planting	Secure funding for purchase of trees.	Clerk / Cllr Mulhall	Grant Funded	8/2/24 - Confirmation awaited of grant funding from White Rose Forest. Decision expected to be taken on this date.
	Purchase and plant trees during 2023/24 planting season.	Facilities Caretaker		Planting completed w/c 14/3/24.
Playground - Sandringham Park	Liase with Ward Councillors and Leeds City Council officers on proposals to take back responsibility for playground at end of lease and funding for new equipment.	Clerk / Facilities Manager		Meeting with Ward Councillor to determine strategy with LCC
	Consultation on proposals for new equipment.	Clerk / Facilities Manager		Complete
	Develop and gain approval for tender documents.	Clerk / Facilities Manager		Complete
	Go out to tender on specification for new playground equipment.	Clerk / Facilities Manager		Complete
	Receive tenders and consult on initial designs	Clerk / Facilities Manager		Complete -EiBE selected as preferred contractor at Property Committee Meeting on 5/2/24.
	Secure funding for proposals.	Clerk / D.Clerk / Ward Cllrs	£157,683.00	Approved at the CIL committee meeting on the 05.02.24 that up to £34,000 of CIL funding could be set aside for this project to pug funding deficit.
	Place order for new equipment and arrange for installation.	Facilities Manager.		
Review grounds maintenance contract.	Collate information regarding current arrangements and use as the basis for an updated specification.	Facilities Manager		draft tender written
	Jubilee Gardens Riverside wall - vegetation removal.	Facilities Manager / Contractor		Include in grounds maintenance tender for routine clearance.
	Seek approval of updated specification and agree tender arrangements.	Property Committee / Facilities Manager.		
	Go out to tender on revised specification.	Clerk / Facilities Manager		
	Appoint contractor with effect from 1/1/25	Property Committee		Deferred to April 2025.
New contract in force & monitored.	Facilities Manager & Contractor			

Activity	Tasks	Responsibility	Cost	Update
Signage.	Replace information and safety signage at each site to ensure corporate image is maintained.	Clerk / Facilities Manager		
Church on the Corner	Internal restorations -	Facilities Manager		Re-pointing of workshop prioritised.
	Appoint contractor	Facilities Manager		
	Works to commence	Facilities Manager / Contractor		
Refurbishment of Railings - Jubilee Gardens	Repaint / Refurbishment of railings	Facilities Caretaker		
Scaur Bank	Feasibility study on proposals to move play equipment from Scaur Bank to Millennium Field.	Facilities Manager.		
	Agree progression of project in accordance with outcome of Pr20.	Property Committee		
Millenium Field	LCC Plans?	Facilities Manager / Clerk		LCC have indicated a desire to retain this facility. Joint consultation to be carried out in mid-2024.
War Memorial Clean	indicative cleaning cost provided - road closure required	Facilities Manager	Estimated £22,000	Recommended at the CIL committee meeting on the 05.02.24 that up to £22,000 of CIL funding will be set aside for this item, subject to total costs being verified.
Refurbishment of Railings - GoR	Repaint / Refurbishment of railings	Facilities Caretaker	Estimated £22,104.00	Recommended for approval at the CIL committee meeting on the 05.02.24 that approximately £22,104 of CIL funding will be set aside for this item, subject to an updated quotation being received and approved.

Activity	Tasks	Responsibility	Cost	Update
Raby Park	Additional tree planting in accordance with management plan.	f	Trees to be donated by Ashfield Nursing Home at no cost to the council.	Management plan in place. Clerk has had discussions with Ashfield Nursing Home about planting of memorial trees. Expected to take place in March 2024.
Planting Scheme - Bridgefoot Gardens	Plan with WiB what would be an improvement	Facilities Manager	£4,500	Recommended for funding at the CIL Committee meeting on the 05.02.24 that £4,500 of CIL funding will be earmarked for this item.
Planting Scheme GoR	Plan with WiB what would be an improvement	Facilities Manager		
Van	Potential replacement	Facilities Manager		Van will be 20 years old in 2027. Investigate alternatives in year 2/3, so that we're prepared for when it's no longer fit for purpose.
Skate Park	Refurbishment to be undertaken	Facilities Manager / Contractor		DoE participants to re-paint equipment. Commenced 4/7/23.
Scaur Bank Fitness equipment	Assess what is needed	Facilities Manager / Contractor	8-20k	Initial discussions and costs gained from suppliers
	Write and advertiese tender for works	Facilities Manager		
	Appoint Contractor	Facilities Manager		
	Works to commence	Facilities Manager / Contractor		
Bath House Improvements	Programme of works to be agreed	Facilities Manager		
	Works to start - Upper level	Facilities Caretaker		
	Lower Level improvement Works	Facilities Manager / contractor		Costs gathered for internal improvements
Raby Park	Tree 159	Facilities Manager / Contractor		3 year inspection carried out in June 2023. Quotation for works awaited from contractor - 8/2/24.
	Action if required	Facilities Manager / Contractor		
Scaur Bank Path/Banking Repair	Assess what is needed Write tender for works	Facilities Manager / Contractor		

Activity	Tasks	Responsibility	Cost	Update
Bee Hotels		To be created with local groups.	Cllr Mulhall	
Nidd Approach	Fence painting	Facilities Caretaker		Fence requires replacement. Quotations obtained.
Raby Park	Fence painting	Facilities Caretaker		Summer 2023 - Completed by DofE volunteers.
Depot	Clear of unused equipment	Facilities Caretaker		
Depot	Guttering - Improvements around entrance	Facilities Caretaker		
Garden of Rest	New Noticeboard	Facilities Manager / Caretaker		
Eroding bank - Sandringham Park.		Facilities Manager.		No action required - allow vegetation to grow in area
Flowerbed Sponsorship	areas to be confirmed	Clerk / Facilities Manager		
Bike repair stands.	Receive and arranged for installation in Garden of Rest and Little Toe.	Facilities Manager		completed
Church on the Corner	Tender agreed and to be advertised on contracts finder	Facilities Manager		Tender period completed 24/6/23.
	Appoint contractor with effect from 1/8/23	Facilities Manager		Lime Mortar Restoration appointed by Property Committee 3/7/23.
	Works to Start	Facilities Manager / Contractor		Completed August 2023.
Refurbishment of Railings - Bridgefoot Gdns	Repaint / Refurbishment of railings	Facilities Caretaker		Completed.



WETHERBY TOWN COUNCIL ACTION & DEVELOPMENT PLAN

Areas of work: Town Hall

Aim:

Activity		Tasks	Responsibility	Cost	Update
Neighbourhood Plan Objective		Consider policy HWL2 (Community Facilities) when considering changes / improvements to the Town Hall.	Town Hall Management Committee / Facilities Manager	n/a	
Window Refurbishment		2 windows near to completion out of 7	Facilities Caretaker	3k	
Internal decoration and carpet replacement- Priority 3 works arising from quinquennial report.	Internal Decoration inc car	Assess what is needed	Facilities Manager / Contractor	plan of works with contractors selected circa 45k	Quotes from contractors submitted
		Appoint Contractor	Facilities Manager / Contractor		Choose contractor and plan works
		Works to commence	Facilities Manager / Contractor		Works start to completion
Prepare Long-Term, funded PPM plan for Town Hall			Facilities Manager / Town Hall Management Committee		
Town Hall – Energy Performance Certificate (EPC)			Facilities Manager		15/02: New updated EPC certification to be considered and requested.
Guttering		Leaks to be repaired	Facilities Caretaker	Course is £250 - hire of machine tbc	Hire of a lifter and Facilities Caretaker to undertake IPAF course to enable use
Boiler replacement - Priority 4 works arising from quinquennial report.	New Boiler installation	Assess what is needed	Facilities Manager / Contractor	35-55k	2 Initial quotes provided
		Write and advertise tender for works	Facilities Manager		
		Appoint Contractor	Facilities Manager		
		Works to commence	Facilities Manager / Contractor		
Town Hall Roof repair programme	Assess what is needed	Assess what is needed	Facilities Manager / Contractor		Quinquennial report
	Write and advertiese tend	Write and advertise tender for works	Facilities Manager		
	Appoint Contractor	Appoint Contractor	Facilities Manager		

Activity		Tasks	Responsibility	Cost	Update
	Works to commence	Works to commence	Facilities Manager / Contractor		
CCTV Upgrade	CCTV Upgrade	Assess what is needed Write and advertiese tender for works Appoint Contractor Works to commence	Facilities Manager / Contractor Facilities Manager Facilities Manager Facilities Manager / Contractor		
Intruder Alarm upgrade	Intruder Alarm upgrade	Assess what is needed Write and advertiese tender for works Appoint Contractor Works to commence	Facilities Manager / Contractor Facilities Manager Facilities Manager Facilities Manager / Contractor		
Ceiling Insulation - Deighton Room		Assess what is needed Appoint Contractor Works to commence	Facilities Manager / Contractor Facilities Manager Facilities Manager / Contractor	15k	Quote recieved
Extract Fans - Bramham Room - not working for some time		Assess what is needed Appoint Contractor Works to commence	Facilities Manager / Contractor Facilities Manager Facilities Manager / Contractor		
Purchase of hirers equipment		New boards to be purchased - current ones are very tatty	Facilities Manager / Caretaker		
Completed					
Watering System - Removal		Remove from building	Facilities Caretaker	0	Approved by comittee



WETHERBY TOWN COUNCIL ACTION & DEVELOPMENT PLAN

Area of work:

Markets

Aim:

Maintaining a popular market town being mindful of heritage.

Activity	Tasks	Responsibility	Cost	Update / Notes
Neighbourhood Plan Objective	To further develop a vibrant and prosperous market town....	Markets Committee		
Consultation on development of Wetherby markets.	Design consultation and agree methods of engagement.	Clerk / Markets Committee.		Proposals drafted, to be considered by Markets Committee on 15/2/24.
	Public consultation on future development of Wetherby market.	Clerk / Markets Committee.		
	Stallholder consultation on future development of Wetherby market.	Clerk / Markets Committee.		
	Consultation on future development of Wetherby market in consultation with local businesses.	Clerk / Markets Committee / Councillor Ager-Mills		
	Analyse results of consultation and agree arising actions.	Clerk / Markets Committee.		
Carry out NABMA's diagnostic health check tool and report to Markets Committee on results.		Clerk		NABMA contacted 4/7/23
Update license agreement with traders on Thursday market.				
Provision of International Market		Markets Committee / Comms & Events Officer & Market Place		
Love Your Local Market	Register and participate in event.	Clerk		
6 weeks of summer school holiday events.	Agree activities with stallholders.	Clerk / Events & Comms. Officer		
	Design and distribute publicity materials.	Clerk / Events & Comms. Officer		
	Ensure that required resources are purchased and available each week to facilitate activities.	Clerk / Events & Comms. Officer		
	Arrange for suitable prize for participation by children.	Clerk / Events & Comms. Officer		
	Run themed market each week through school summer holidays.	Events & Comms. Officer		



WETHERBY TOWN COUNCIL ACTION & DEVELOPMENT PLAN

Areas of work: Communications

Aim: To improve quality and channels of information disseminated to members of the parish public. Promoting Wetherby to the town and wider world as a place to live, work and visit.

Activity	Ref	Tasks	Responsibility	Cost	Update
Renewal of website.		Determine requirements for new website.	Communications Committee & Comms. Officer	Budget virement to cover.	12/2/24 - Facebook post asking public what's needed from a new website.
		Produce tender document.			Completed.
		Tender process.			Started 4/4/24
		Development and implementation of website.			
Communications Strategy		Development of a proactive communications policy.	Comms & Events Officer.	£0	
Mechanism for urgent delivery of information.					
Production of newsletter.					
Visitor Leaflet	W1	Proceed to reprint.	Comms & Events Officer		
	W2	Distribute printed leaflets and upload digital copy to website.	Comms & Events Officer		
	W3	Agree themes for additional leaflets in scheme.	Welcome to Wetherby		
	W4	Design and produce additional themed leaflets.	Clerk & Comms Officer		
Angel Icon		Develop potential for marketing Wetherby, based on use of angel icon from war memorial.	Clerk & Comms Officer		
Interpretation Boards	Gr5	Provision of climate / biodiversity information at key sites.	Clerk / Facilities Manager		
Merchandise	W6	Develop range of eco-friendly merchandise to generate income and raise profile of Welcome to Wetherby.	Welcome to Wetherby		
Visitor Guide	W5	Consider whether to update and replace visitor guide.	Welcome to Wetherby		
Refine branding: Town Council Welcome to Wetherby Town Hall Wetherby Markets					
Publicity about work being done by Town Council e.g. climate emergency initiatives.					

Activity	Ref	Tasks	Responsibility	Cost	Update
Clean Water Bathing status.		To provide input to, and support for, Wetherby and Villages Clean River Group.	Cllr Harrington / Ward Councillors		19/04: DEFRA Application declined. Group continuing to work to gain status. Next meeting to take place on 5/7/23.
Promotion of Council		Engagement activities to raise awareness of work of council, including climate activities.	Clerk / Committee Members		6/5/23 – Sunflower planting activity at King's Coronation. Over 50 children participated. 1/7/23 – repeat at Drovers Day event.
Progress of council towards objectives.		Agree measurable targets and objectives which can be reported on.			
Cemetery Manual		Review draft document, finalise and include in office manual.	Clerk / Burials Manager		
		Burials Manager to give on-site practical demonstration of frequent tasks to other staff.	Burials Manager		
Retention of Information Policy		Draw up and adopt retention of information policy to reflect revised office arrangements.	Clerk / Admin. Officer		



WETHERBY TOWN COUNCIL ACTION & DEVELOPMENT PLAN

Area of work: Events

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

Aim:

Activity	Tasks	Responsibility	Cost	Updates
Consultation on development of new events.	Design consultation and agree methods of engagement.	Comms & Events Officer / W2W Group		
	Consider provision of / support for new events such as screening of Glastonbury and a Wetherby Pride Event.			
Civic Service	Organise service of thanksgiving at St. James' Parish Church.	Clerk / Admin. Officer		
	Organise service of thanksgiving at church of Mayor's choice.	Clerk / Admin. Officer		
	Organise service of thanksgiving at St. James' Parish Church.	Clerk / Admin. Officer		
Bonfire	To record detailed action plan for delivery of event and transfer responsibility to Comms. & Events officer.	Comms & Events Officer		
	Continue to organise bonfire event on an annual basis.	Council / Comms. & Events Officer		
Participation in Drovers Marching Band Contest 2024		Facilities Manager & Comms & Events Officer		
National Events		Comms & Events Officer		
Litter Pick	Litter pick around the Town Centre.	Cllr Mulhall		18/3/23 - litter pick held as part of Great British Spring Clean. Date of next event TBC.
Single Use Plastic Free Events	Champion the annual community bonfire and fireworks event as a 'plastic free event'. Improve plastic free status of other events put on by WTC / Welcome to Wetherby.	Comms & Events Officer		Require all concessions to use single-use plastic alternatives / not to use single use plastic items. Provide improved waste recycling facilities.
Participation in Drovers Marching Band Contest - 1/7/23	Await outcome of funding application to Leeds 2023. In event of unsuccessful application then alternative funding to be sought.	Clerk		Application successful.
	Purchase and arrange resources needed for activity station e.g. craft activities, gazebo, signage.	Clerk	None - grant funded.	
	Agree attendance and assistance at event.	Welcome to Wetherby		Clerk attended.

Activity	Tasks	Responsibility	Cost	Updates
	Deliver children's craft activity and participate in event.	Clerk / Welcome to Wetherby		Approx 75 angels decorated.



WETHERBY TOWN COUNCIL ACTION & DEVELOPMENT PLAN

Areas of work:	Planning & Development
Aim:	"Wetherby will be a fair, inclusive and high quality sustainable place to live and work and will strive to maintain and enhance its character as a genuine market town." The Vision for the Future - Wetherby Neighbourhood Plan

Activity	Tasks	Responsibility	Cost	Update
Racecourse Approach (Persimmon) development.	Provide WTC representation and feedback to planning and developers.	Cllr Mulhall Cllr Harrington Cllr Payne		25/01: Application sent to Plans Panel. Confirmed, with more information required on no gas heating scheme.
Update Neighbourhood Plan				
Neighbourhood Plan Objective	To support the provision of a range of housing that meets the needs of the town both in the short and longer term.	Planning Committee / Full Council		Abide by objective when considering planning applications for development.
Responses to planning applications for new housing.	Consider policies H1 and H2 from Neighbourhood Plan when reviewing planning applications for new housing.	Planning Committee / Full Council	£0	
Neighbourhood Plan Objective	To encourage inclusive access for the local people to the range of facilities and services that they need.	Planning Committee / Full Council		Consider Equality Act when responding to planning applications.
Responses to planning applications for health care facilities.	Consider policy HWL3 (Health care facilities) when reviewing planning applications for new facilities.	Planning Committee / Full Council		
Neighbourhood Plan Objective	To further develop a vibrant and prosperous market town by encouraging development that supports a range of good quality jobs, businesses, shops and services that meet the needs of local people and protects and enhances the quality of the local environment.	Planning Committee / Full Council		
Responses to Planning Applications for town centre development.	Consider policy WE1 (Town Centre Development) when reviewing relevant planning applications.	Planning Committee / Full Council	£0	Abide by objective when considering planning applications for development.
Responses to Planning Applications for tourism related development.	Consider policy WE2 (Sustainable Tourism Enhancement) when reviewing relevant planning applications.	Planning Committee / Full Council	£0	
Responses to Planning Applications for proposals which would adversely affect the designated Green Corridors.	Object to proposals for development which would sever, block or prejudice Green Corridors in accordance with Policy ENV3 (Green Corridors) in the Neighbourhood Plan.	Planning Committee / Climate Emergency Committee / Full Council.		

Activity	Tasks	Responsibility	Cost	Update
Responses to applications for sport and leisure facilities.	Consider policy HWL1 (Sport & Leisure Facilities) when reviewing relevant planning applications.	Planning Committee / Full Council	£0	
Responses to applications for development in the Conservation Area.	Consider policy D1 (The character of the Conservation Area) when considering relevant planning applications.	Planning Committee / Full Council		
Neighbourhood Plan Objective	To provide new and diverse education, leisure and recreational activities for all ages in order to promote healthy and crime-free lifestyles.			Abide by objective when considering planning applications for development.
Wetherby High School Site	Consider objective of seeing the existing Wetherby High School site regenerated to benefit the whole community and, most importantly, develop the school into an outstanding facility for young people. Be mindful of policy E1 in the Neighbourhood Plan.	Planning Committee / Full Council.		
Responses to applications for new developments.	Consider policy D2 (Connectivity of new developments) when considering relevant planning applications.	Planning Committee / Full Council.		

Iona Taylor

From: Admin
Sent: 14 March 2024 10:45
To: Iona Taylor; Assistant Clerk; Comms
Subject: FW: Lloyds and Halifax branch closures, Wetherby
Attachments: lloyds-wetherby-branch-part-1.pdf; halifax-wetherby-branch-part-1.pdf

FYI

From: Boylan, Geraldine (Group Corporate Affairs) <Geraldine.Boylan@lloydsbanking.com>
Sent: Thursday, March 14, 2024 10:41 AM
To: Admin <admin@wetherby.co.uk>
Subject: Lloyds and Halifax branch closures, Wetherby

[Classification: Limited](#)

Dear Councillors

I wanted to let you know that we will be closing the Halifax and Lloyds bank branches in Wetherby on 13 January 2025. However, a banking hub will be provided to support customers.

A hub is an outlet that customers of any of the major banks can use to deposit and withdraw cash over the counter. We will also send a Community Banker into the hub to provide face-to-face support to our customers on one day per week, and other banks will do the same.

LINK – the cash machine network – decided a hub should be provided, and will be in touch with more details. We will keep our branch open for up to 12 months to allow time for this new service to be set up by Cash Access UK

We will be writing to customers shortly to explain that our branch is closing, but I wanted to make you aware before they went out.

The reason for the closure of our branch is that usage has declined over recent years as our customers increasingly choose to use online, mobile or telephone banking to manage their money.

The number of transactions by our personal customers using these branches has fallen significantly over the last five years; at Lloyds in Wetherby by 54 pc and at Halifax in Wetherby by 58 pc. I am sure you can appreciate that we have to respond to these changes.

Before reaching this decision, we carried out a thorough assessment of the alternative services that are available and how our customers are banking with us.

All customers who regularly use the branch will receive a letter with details of other ways they can bank with us. As part of this process, we will try to speak to customers who only use the branch and support vulnerable customers by explaining the alternatives that will be available to them after the closure happens.

I've attached details of the other banking options available for local people – as well as details about how we made the decision.

Our colleagues who work in the branch will be offered the chance to move to a role in another branch or another part of our business.

If you require any further information or would like to meet to discuss how we will be supporting customers ahead of the branch closing, please do not hesitate to contact me.

Yours sincerely,

Geraldine

Geraldine Boylan

Iona Taylor

From: Melissa Whittaker <Melissa.Whittaker@cashaccess.co.uk>
Sent: 14 March 2024 12:36
To: alec.shelbrooke.mp@parliament.uk; Admin
Subject: Wetherby- Your new Banking Hub
Attachments: Banking Hub Community Information Pack final.pptx

Good morning,

We are delighted to confirm that Cash Access UK will be bringing a Banking Hub to Wetherby - bringing cash and everyday banking services to your community.

LINK recently assessed your community's cash access needs and has recommended a Banking Hub, which will now be provided by Cash Access UK. We're a not-for-profit company owned by the biggest high street banking providers in the UK.

We've already opened 39 Hubs in other communities where they're making a big difference to individual customers, small businesses and the wider community.

Your new Banking Hub will provide a counter service for everyday cash transactions, together with a community banker service where customers will be able to speak face-to-face with their own bank or building society about more complicated banking matters.

How you can help

Opening a Banking Hub can take up to 12 months, but with the support of the local community, we can make things go more smoothly and sometimes more quickly.

1. Finding the right building is the first step, and we would welcome any suggestions you have on suitable and available premises. We've set out our requirements in your welcome pack.
2. We're also keen to work with you to let the wider community know about the Banking Hub – especially those who may find cash and face-to-face services particularly useful. If there are any community groups you think we should be working with, especially those who support
 - o older residents
 - o more vulnerable residents
 - o small businesses (Chambers of Trade etc)

please let us know and we'll contact them.

The information pack I've attached provides more information on Banking Hubs, together the typical timescales and steps involved in setting one up. It also explains what we'll do if there are particular challenges with finding a suitable building, and what alternatives are to a permanent 'bricks and mortar' Banking Hub.

Next steps

I'm the Community Engagement Manager for Cash Access UK and I will be your main point of contact on the Banking Hub moving forward. I would love to arrange to meet you virtually to answer any questions and to find out how we can best keep the community up to date with all the developments as we prepare your Banking Hub for opening. Please let me know if you'd like me to set up an initial meeting.

I look forward to working with you as we bring a Banking Hub to your community.

Kind regards
Melissa



**Cash
Access
UK**

**Melissa
Whittaker**

**| Community Engagement
Manager**

Cash Access UK

Email: Melissa.Whittaker@cashaccess.co.uk

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**Cash
Access
UK**

**Welcome to your new Banking
Hub**



About Cash Access UK



Click home to go back to beginning

Cash is still important to millions of people in the UK. Between 5 and 6 million adults say they rely on cash in their day-to-day lives and digital or online solutions don't yet work for everyone all the time.

With these needs in mind, Cash Access UK was set up in early 2023 by Bank of Ireland UK, Barclays, Danske Bank, HSBC UK, Lloyds Banking Group, NatWest Group, Santander, TSB and Virgin Money.

Although we're owned and funded by these banks, we're a not-for-profit company here to bring shared cash and banking services to communities across the UK. The Banking Hubs we've opened so far are making a real difference to individuals, businesses and the wider community..

Find out more about our work at www.cashaccess.co.uk



Shared cash and banking services in the heart of your community

Your new Banking Hub will bring cash and banking services to your community.

This pack includes the information we often get asked for by communities, including how we choose a location, the timescales involved and what to expect from the Banking Hub once it's open.

The Cash Access UK team will keep you updated throughout, and we look forward to working you with to bring the Banking Hub to your community.

Quick Links

[About Cash Access UK](#)

[Banking Hubs explained](#)

[Process and timescales](#)

[Location specifications](#)

[Working with you](#)

[Contacts](#)

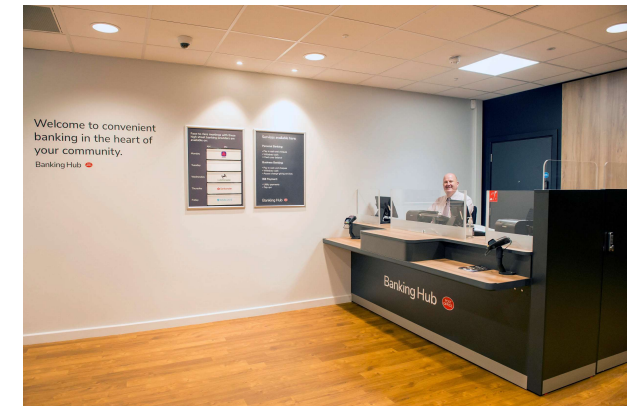
Banking Hubs explained



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Banking Hubs offer easy access to face-to-face cash and banking services. Each Hub has a counter service available to all customers, Monday to Friday, where they can:

- pay in cash and cheques
- withdraw cash
- check your balance
- pay utility bills
- top up your gas and electricity
- access change-giving services (for small businesses)



Customers can also talk face-to-face to their own bank or building society about more complicated banking enquiries like payments and transfers, managing their account, and how to use online banking. Community Bankers take it in turns to visit the Hub so you will find a different bank available on each day of the week. Community Bankers are usually provided by the banks with the most customers in the community.

Banking Hubs are open Monday to Friday, 9am to 5pm..

Process and timescales



Click home to go back to beginning

Opening a Banking Hub takes an average of 12 months,.

These are the steps involved:

- Find a suitable property that meets our requirements. These include size, condition and location.
- Negotiate terms with the landlord.
- Once an offer is agreed, solicitors carry out the legal work so the lease can be signed. We may need to get planning approval from the local authority before any work can be started on the fit out of the Hub. Where the building is listed or in a conservation area, we make sure our design and the building work complement the area.
- The Post Office appoints a Banking Hub Operator and the banks identify Community Bankers so they are ready to serve customers on the day we open.
- Carry out final checks to make sure everything is working so we can open the doors.

This all takes time, but we will work as quickly as we can to get your Banking Hub open.

What we look for in a location



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Finding a suitable building that meets our requirements of size, condition and location can be challenging. We would welcome your help in finding the right property to lease.

Our requirements:

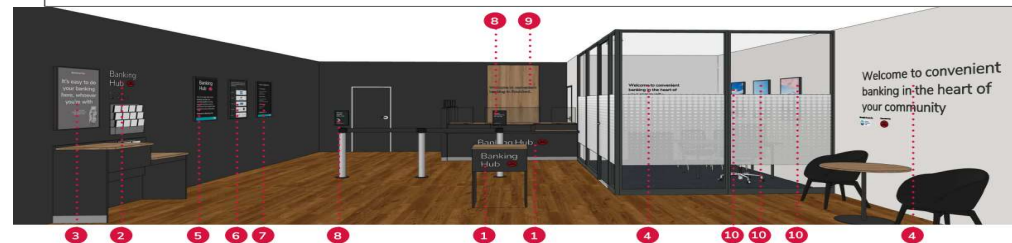
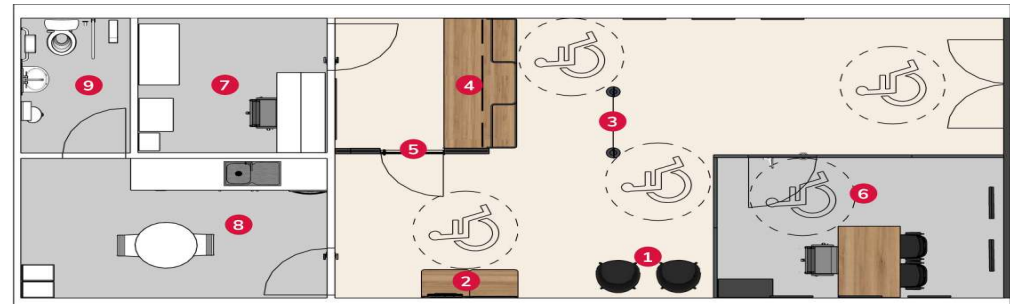
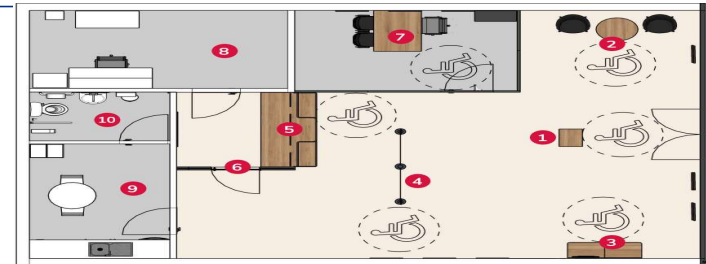
Measurements: outlets: c900 - 1,000 square feet with a minimum 7-metre-wide fascia - ground floor only where possible.

Floor layouts will need to accommodate:

- Secure area for the counter and back office
- Front of house space for customers with meeting room, banking hall area, waiting area and writing desk
- Back of house space for staff room and bathroom

The space will need to be DDA compliant, with the entrance, the counter and the meeting space fully accessible. Where possible, toilets (for staff use) will also be upgraded to be DDA compliant.

Our property agents will search for suitable properties but we're always very keen to hear any suggestions. If you're aware of any local properties in the heart of the community that would meet our requirements, please do let us know.



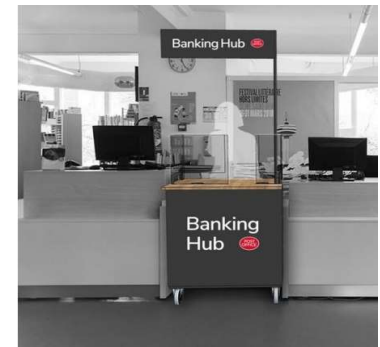
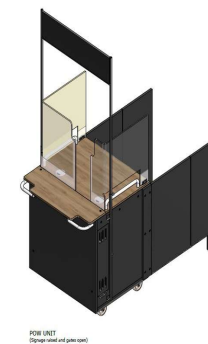
Temporary Banking Hubs



Click home to go back to beginning

Although many Hubs progress smoothly, we do sometimes come across problems that can cause delays – whether that's a legal issue with a lease or challenges with planning permission or construction. Where this happens, we can provide a temporary Hub to serve the community while we continue to work on the permanent Hub. Temporary Hubs offer the same services as permanent ones, but in a different location like a library or community centre.

If we're struggling to find the right building after around 3 months, we may talk to you about the best location for a temporary Hub.



Our commitment to the environment, community, inclusion and regeneration



Our services can play a crucial role in creating an environment where everyone can participate in society and the economy.

In turn, this can encourage economic growth in communities, which can support the regeneration of towns and high streets across the UK.

We are committed to leaving a positive legacy within all our communities by:

- Establishing Banking Hubs and deposit services in communities that would otherwise have no services
- Considering the environmental impact throughout
- Offering face-to-face services in Banking Hubs to welcome and support local customers, engaging more personally and directly with communities
- Monitoring local sentiment on community regeneration through our data and insights work, to better understand community needs and adapt our service to meet them
- Working hard to ensure that 100% of our physical premises are accessible
- Developing partnerships with local charities and community groups to ensure we are reaching and supporting vulnerable customers.



We want to work with local people who can help us make a positive, lasting difference in the local community. We would love to hear from community contacts with an interest in regeneration and environmental and social matters.

Working with you



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We would love to work with you to help us find the right property, identify important contacts in the community and to let people know what to expect from their new Banking Hub.

We understand that the Hub will be eagerly anticipated by the community, but it's difficult to confirm specific timescales and opening dates until much nearer the time. In the meantime, we would welcome an initial meeting to discuss the Hub and to hear your views and ideas. After that, we would like to:

- Provide you with regular updates on the latest developments
- Meet community organisations, attend planned events, focus groups or public meetings to discuss Cash Access UK and your new Banking Hub.
- Provide you and community organisations with communications materials which start to let the community know about the Hub.
- Let you know when we've found a suitable building and the lease has been signed. At this point we'll be able to tell the community where the Hub will be located. Again, we will provide communication materials to help spread the word.
- Let you know as soon as we have an opening date and provide you with details on the celebration event.

What other communities say



Click home to go back to beginning



“The new banking hub is a fantastic addition to Acton’s high street. It will make a huge difference to people in the community and the many local businesses who need cash services.

Maire Lowe, local resident, Acton

Our [Banking Hub in Acton](#) opened in June 2023

“ I would like to thank the staff on behalf of the parish council. The banking hub is a financial lifeline to many residents, we greatly appreciate your dedication. ”

Feedback for staff at our [Cottingham Banking Hub](#) which opened in December 2022

Contacts

Your main point of contact is:

Melissa Whittaker, Community Engagement Manager - Melissa.Whittaker@cashaccess.co.uk

For PR, media and communications queries:

Sarah Evans, Communications and Engagement Manager - Sarah.evans@cashaccess.co.uk

General enquires:

customerengagement@cashaccess.co.uk



@CashAccessUK



www.linkedin.com/company/cash-access-uk

www.cashaccess.co.uk



WETHERBY TOWN COUNCIL MINUTES OF THE PLANNING COMMITTEE MEETING

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

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.

The meeting closed at 4:52pm.

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

'Conversations with Better Wetherby'

Invitation to an event at The Byron Room, The Bridge Hotel, Walshford, Wetherby

Wednesday 17th April 2024 6.30 for 7pm - 9pm

The Better Wetherby Partnership was established in 2018 in response to concerns about plans to build large new developments that would adversely affect the town and surrounding villages.

Since the formation of Better Wetherby, significant progress has been made in helping protect Wetherby and the nearby villages of Kirk Deighton, Collingham and Linton from excessive and harmful development.

Whilst we have managed to achieve some notable successes in addressing our mission statement of protecting our communities, we are continually looking to the future. We have therefore arranged an event to provide an update on our activities and outline some of the challenges ahead. However, it is also an opportunity for you, and others, to discuss with us the way the town is developed.

The future of Better Wetherby relies on continuing to engage in a positive way with our local community and to promote an effective community-led partnership approach. As you have previously expressed an interest in the efforts of Better Wetherby, we do hope that you can attend.

PROGRAMME

- 1. Welcome - Roger Owen, Chairman and Director - Better Wetherby Partnership**
- 2. An Update on Better Wetherby Activities - Future Challenges**
- 3. The Way Forward – Ensuring Wetherby is developed in a positive and appropriate way**

----- *Coffee Break* ----- .
- 4. Discussion – How can you support this community-led partnership?**
- 5. Concluding Remarks - Roger Owen**

The event aims to close at 9pm.

Please confirm your attendance to: betterwetherby@gmail.com

“Working to ensure that the physical character of Wetherby and District is protected and developed for the benefit of the community of both current and future generations”

Better Wetherby Partnership Ltd (Company Number 11855009), 41 Spofforth Hill, Wetherby, West Yorkshire, LS22 6SF

email: betterwetherby@gmail.com

web: www.betterwetherby.com

Facebook: [#BetterWetherbyPartnership](https://www.facebook.com/BetterWetherbyPartnership)

Newsletter March 2024

MESSAGE FROM THE CHAIR



Welcome to our latest newsletter. Thanks to computers I'm not writing this with webbed fingers, although the feet feel a bit floppy. After what seems to have been almost constant rain over recent weeks, let's hope for better weather soon and a bright and warm Spring. Speaking of that, this edition contains information about our own Spring "Conversations with BW" event on April 17th which follows on from the successful event held twelve months ago. Please watch out for further news coming shortly.

Also included here is a piece on our recent meeting with Persimmon regarding the balance of the Racecourse Approach development, which we attended together with our partners from Wetherby Civic Society and Ward Councillors, Alan Lamb and Penny Stables. Persimmon are now likely to re-submit the current Planning Application to take account of comments made.

Sadly, despite objections from BW and others, LCC has made a decision to no longer show comments about planning applications on their planning portal, so people with an interest in specific applications are 'in the dark'. This is not a good situation and LCC has indicated they won't be changing course. BW is reviewing its' next steps as the situation is not acceptable.

Also of concern and being monitored is the North Yorkshire Council threat to use Compulsory Purchase powers to enable the massive 4000 home development at [Cattal \(known as Maltkiln\)](#). The use of hard-pressed Council Tax payers money to achieve something which will have a major adverse effect on Wetherby, across all sectors of town life, is questionable and BW along with other Statutory bodies have already objected. We will be watching closely and stand ready to act.

Thanks for reading, keep dry!

Roger Owen

Chair: **Better Wetherby Partnership**

RACECOURSE APPROACH – PERSIMMON PLANNING APPLICATION UPDATE

It now looks likely to be at least several months before Taylor Wimpey (TW) actually start building the first of the planned 762 new homes on the Racecourse Approach site, north of Wetherby Racecourse. Adjacent to the TW site, Persimmon Homes wish to build a further 130. The company submitted a formal application in November 2023. Details of this can be found on the Leeds Plans Portal - [Application 23/07190/FU](#).

Along with other interested parties, BW attended a meeting on 26th February with representatives of Persimmon Homes to discuss the application. The meeting was useful and constructive. Persimmon representatives were receptive to various suggestions and amendments from BW and others. They committed to make a number of changes. The plans will now be revised and a new planning application submitted. BW will review the new plans once they are available and provide further updates in future newsletters.

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LIDL PLANNING APPLICATION REFUSAL

Lidl has six months to appeal following the decision by Leeds City Council's North and East Plans Panel on 19th October 2023 to refuse the company's application to demolish the Mercure Hotel and build a Lidl store and adjoining retirement accommodation. ([Application 23/01507/FU on the Leeds Council Plans Portal](#)). As yet, no appeal has been made. BW will continue to monitor the situation.

CONVERSATIONS WITH BETTER WETHERBY EVENT – 17 APRIL 2024

Since the formation of Better Wetherby in 2018, significant progress has been made in helping protect Wetherby and the nearby villages of Kirk Deighton, Collingham and Linton from excessive and harmful development. BW continues to engage in a positive way with our local community in the promotion of an effective community-led partnership approach. Whilst we have achieved some notable successes and established a substantial supporter base, we are continually looking to the future.

Following the useful 'Conversations' event at the Bridge Hotel, Walshford in April 2023, BW is arranging a similar event which will take place at the same venue on Wednesday 17th April 2024. It will include an update on our activities and outline some of the challenges ahead. Moreover, it will provide an opportunity for people to give their views about the way the town is developed over the coming years.

Invitations to the event will be sent out by email in the near future, so please keep an eye on your inbox. Please note that there are only a limited number of places available. If you wish to attend, you are encouraged to respond to the email as soon as possible.

PARKING CHARGES FOR WETHERBY TO GO AHEAD

In the last newsletter BW reported on strong local opposition to unwelcome proposals by Leeds City Council to introduce parking charges at the Wilderness and Old Station car parks. More than 5,000 people signed a petition objecting and many responded to a consultation exercise mounted by LCC. This concluded on 11th January 2024.

Yet, although the results of the 'consultation' have not yet been published, LCC made a decision in February to impose the parking charges regardless. A date for the charges to start is not yet known. BW will continue to monitor the situation.

WETHERBY HIGH SCHOOL DEVELOPMENT TO INCLUDE NEW PUBLIC LEISURE CENTRE

BW reported some time ago about plans for a rebuild of Wetherby High School. The government has committed to fully fund this. BW recently learned from Wetherby Ward Councillor Alan Lamb, that the Department for Education (DFE) has confirmed that they are aiming to appoint a contractor for the building work to start this summer.

Initially it was expected that some of the playing fields would have to be sold off to help fund the new building. However, the good news is that this is no longer the case. Leeds City Council is now working with the DFE to look at using some of the land to build a new public leisure centre as part of the re-development of the school site. Clearly there is much work ahead, but it's excellent news for the school and the local community.

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WEST YORKSHIRE COMBINED AUTHORITY (WYCA) TRANSPORT CONSULTATION

A public consultation exercise on how bus services are run in West Yorkshire concluded in January. At a meeting of the West Yorkshire Combined Authority (WYCA) on the 14th March 2024, a decision was taken to introduce bus franchising in West Yorkshire. This effectively places bus services under the control of the local authority, in this case, the WYCA.

Under franchising, the WYCA will have responsibility for setting routes, frequency, fares and overall standards. Bus operators will have to bid to run services through a competitive procurement process managed by the WYCA. It is understood that although the new franchising system will start in April 2024, it is likely to be some time before any changes will be seen.

JOIN US

If you wish to be included on our mailing list please send a request via our website or by email to betterwetherby@gmail.com. Please feel free to share this newsletter - the more people that are aware of these important local issues, the better.

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Iona Taylor

From: consult@objective.co.uk
Sent: 28 March 2024 13:05
To: Admin
Subject: Notice of Submission of the New Settlement (Maltkiln) Development Plan Document

Dear Mrs Iona Taylor

Notice of Submission of New Settlement (Maltkiln) Development Plan Document to the Secretary of State for Levelling Up, Housing and Communities

Planning and Compulsory Purchase Act 2004

The Town and Country Planning (Local Development) (England) Regulations 2012

This is to notify you that the New Settlement (Maltkiln) Development Plan Document was submitted to the Secretary of State for Levelling Up, Housing and Communities for Examination, along with supporting documents, on Wednesday 27 March 2024.

The Core Submission documents are:

1. New Settlement (Maltkiln) Development Plan Document (DPD) Regulation 19 Pre-Submission Draft
2. Sustainability Appraisal - Submission Draft February 2024
3. Consultation Statement - Submission Draft February 2024
4. Schedule of Proposed Modifications - Submission Draft 2024
5. Habitat Regulations Assessment - February 2024
6. Equality Analysis - Submission Draft February 2024
7. Representations to the Regulation 19 Consultation

The Development Plan submission documents can be viewed on the council's website:

www.northyorks.gov.uk/harrogate-planning-policy/new-settlement-development-plan-document

Hard copies of the Core submission documents (1-6) above will also be available for inspection at the following locations:

- Civic Centre, St Luke's Mount, Harrogate, HG1 2AE. - opening hours Monday, Tuesday, Thursday and Friday 9am - 4.30pm, Wednesday 9.30am - 4.30pm. Closed Saturday and Sunday

There are also a considerable number of further supporting documents and evidence base reports which can be viewed on the council's website:

The New Settlement (Maltkiln) Development Plan Document will now be subject to an independent examination conducted by the Planning Inspectorate and administered by a dedicated independent Programme Officer, Kerry Trueman. Kerry will be responsible for all procedural matters of the

examination and all future correspondence with respondents to the DPD will be via her at Programmeofficer3@northyorks.gov.uk

Further information on the Examination and Examination specific webpages will be published in due course.

Those who made representations at the Regulation 19 stage will, if the Inspector deems it appropriate, be offered the opportunity to submit further material or take part in specific Hearing Sessions at his/her request and will be notified regarding the examination process by the Programme Officer.

The Planning Inspectorate has published a procedural practice that explains the Local Plan examination process. You can view it online by going to:

<https://www.gov.uk/government/publications/examining-local-plans-procedural-practice/procedure-guide-for-local-plan-examinations>

You are receiving this notification because your contact details are held on the Council's Local Plan consultation database, or you have specifically requested to be notified of submission of the New Settlement (Maltkiln) Development Plan Document. If you no longer wish to be consulted on planning policy matters, and/or the contact details are incorrect, please let us know either by phone 0300 131 2 131 or email planpolicy.har@northyorks.gov.uk

Yours faithfully,

Policy and Place Team

North Yorkshire Council (Harrogate Office)

Civic Centre

St Luke's Avenue

Harrogate

HG1 2AE

Tel: 0300 131 2 131

Email: planpolicy.har@northyorks.gov.uk



WETHERBY TOWN COUNCIL BUDGETS & GOVERNANCE COMMITTEE MEETING MINUTES

Date: Tuesday 12th 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 13th 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 30th 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 9th April 2024 at 5pm in Wetherby Town Hall.

The Clerk reported that she has a meeting scheduled with the internal auditor on 15th 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.



WETHERBY TOWN COUNCIL MINUTES OF THE COMMUNICATIONS COMMITTEE MEETING

Date: Monday 25th 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

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 should 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 200th 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 200th 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.

The meeting closed at 7:25pm.

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



WETHERBY TOWN COUNCIL MINUTES OF THE COMMUNITY INFRASTRUCTURE LEVY (CIL) COMMITTEE MEETING

Date: Monday 4th 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

MINUTES

- Apologies.**
Local Government Act 1972, s 85 (3)
It was **RESOLVED** that apologies be received, and reasons for absence accepted, from Councillor Lavocah.
- Declarations of interests and requests for dispensations** - 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)
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**.
- Matters arising from the last meeting** – None.
- 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 13th 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.

The meeting closed at 7:20pm.

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



WETHERBY TOWN COUNCIL PROPERTY COMMITTEE MEETING MINUTES

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

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 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. Supplier of the equipment will need to have a look at it 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 track condition at the Devils Toenail Bike track has rotted and requires resurfacing. It was estimated that 2-3 loads of 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 received and 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 damaged 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's insurance. It was noted 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 £12,000 + 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.

The meeting closed at 6:02pm.

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



WETHERBY TOWN COUNCIL MINUTES OF THE WELCOME TO WETHERBY COMMITTEE MEETING

Date: Tuesday 12th 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

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. 80th 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 stationery 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 13th 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 12th 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 26th 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. 200th 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 200th 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 80th Anniversary Guide.

The correspondence from the YLCA on the 80th 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 9th April 2024* at 3:30pm in Wetherby Town Hall.

The meeting closed at 4:20pm.

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



WETHERBY TOWN COUNCIL TOWN HALL MANAGEMENT COMMITTEE MEETING MINUTES



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

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 carrying out 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.

The meeting closed at 6:42pm.

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

Iona Taylor
Town Clerk
The Town Hall
Market Place
Wetherby
LS22 6NE
13th March 2024

[Redacted]
Wetherby 10K Safety Officer
[Redacted]
Wetherby
West Yorkshire
[Redacted]



Dear Iona,

Wetherby Run 10K- 15th September 2024.

Following our very successful 10K through 2006-23 we are getting started early for this year's event. All indications are that support is going to be even better than it was then. The course for the event will be the same as in previous years starting and finishing at Wetherby Racecourse.

For the purposes of gaining a mandatory England Athletics Race Licence could I please ask you to advise the Town Council that this popular local running event will again take place on Sunday 15th September at 2pm, preceded by the mini marathon for children and adults of all ages.

We have once again gained the GOLD award from the British Association of Road Runners for 2024. Our race was the first Multi-Terrain race in Britain to gain this award and we have a "LOW" Risk Score from the Leeds City Council Safety Action Group. The run route is attached.

All indications are that local support will be strong. We will, of course, be liaising with the emergency services, highway authorities and the Leeds City Councils SAG (Safety Action Group) to ensure the seamless issue of the requisite Event License permit from UK Athletics. We will also have professional Ambulance Services in accordance with our Medical Risk Assessment on the day.

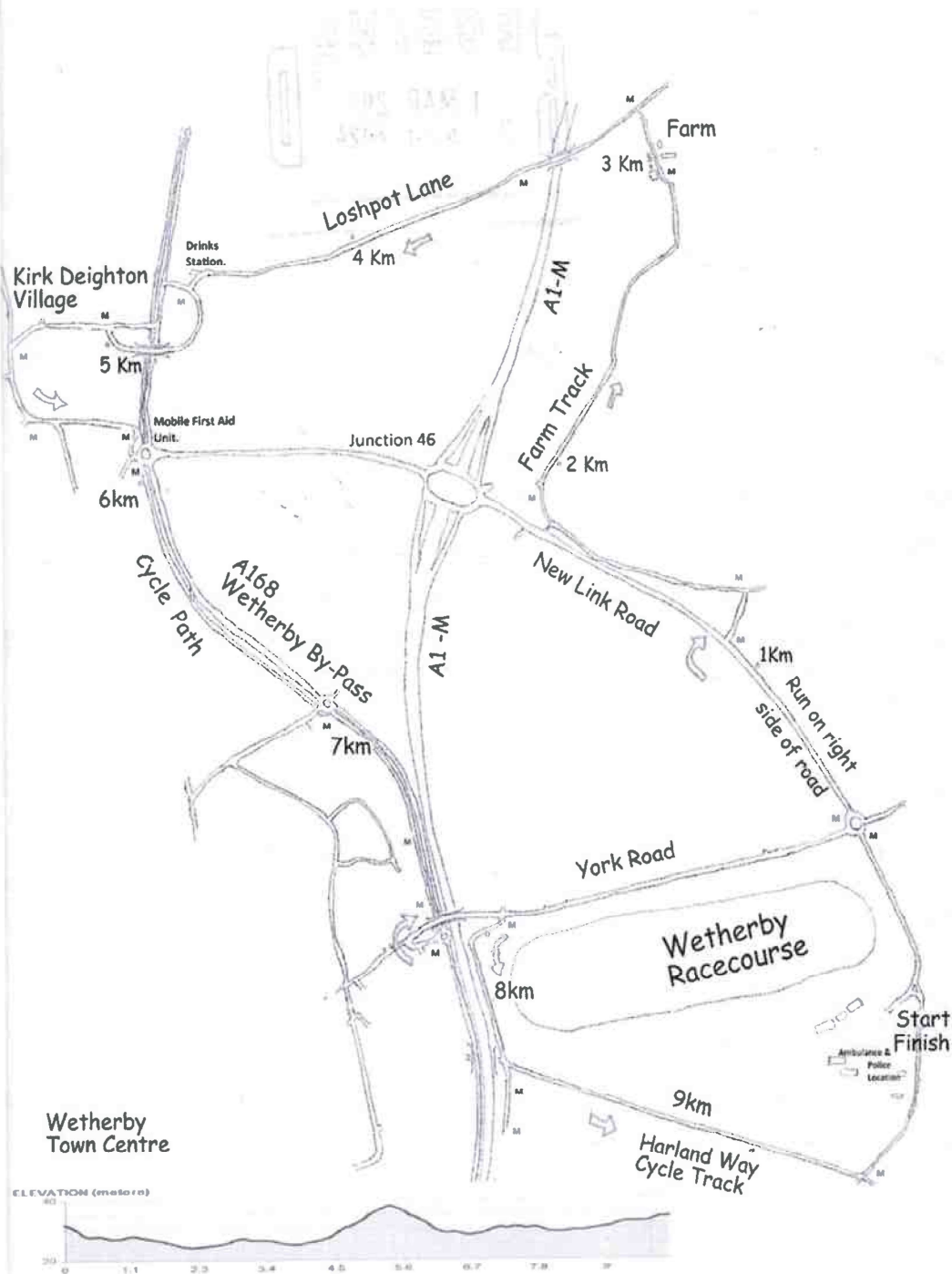
We are aiming for 1000 runners again this year for the 10K and 150 for the Wetherby mini marathon. The event this year raises money for St Gemma's hospice in Leeds which provides such amazing support to families when they need it most. Links to the charity can be found on our web site <https://wetherbyrunnersac.co.uk/wetherby-run-10k/>

Please let me know if there are any further questions you need answering. I look forward to your reply.
Many thanks.

Yours sincerely
[Redacted] Safety Officer
On behalf of Wetherby Runners AC.

The Wetherby Run - 10k

'A Cracking little Yorkshire run'



Iona Taylor

From: Iona Taylor
Sent: 04 April 2024 19:28
To: Iona Taylor
Subject: FW: Wetherby

Good evening,

Following my conversation with Cllr. Chapman at the drop in surgery yesterday, I have forwarded this email relating to the possibility of Wetherby moving from West Yorkshire to North Yorkshire. My original enquiry is also available although I believe in an oversight, the Wetherby population is not correct.

with kind regards

Redacted

----- Forwarded message -----

From: Information - Boundary Commission for England

[<information@boundarycommissionengland.gov.uk>](mailto:information@boundarycommissionengland.gov.uk)

Date: Mon, 5 Feb 2024 at 13:55

Subject: RE: Wetherby

To: **Redacted**

Dear **Redacted**,

Thank you for your email, and the one you sent on 2nd February, which covers the same issues.

The issue of which county you are located is not an issue for the Boundary Commission for England. We have responsibility only for the boundaries of Parliamentary constituencies.

I am not completely sure how you would go about seeking to have Wetherby included in a different administrative county. I believe it would require putting your case to both The Metropolitan Borough of Leeds and North Yorkshire Unitary Authority, and they would both need to agree. If this were to be the case, I believe they would then have to ask the Local Government Boundary Commission for England to investigate. If they agree to undertake a review and proposals are then put forward, I believe it would also require the agreement of the Secretary of State at the Department for Levelling Up, Housing and Communities and would also have to be ratified by Parliament. If you wish to embark upon this course of action, I therefore suggest you first contact Leeds and North Yorkshire authorities.

With regard to The 2023 review of constituencies, every constituency was required to have an electorate between 69,724 and 77,062. Furthermore, North Yorkshire's electorate of 620,874 gave it a notional entitlement to 8.46 constituencies: too few electors for nine constituencies and too many for eight. It was therefore necessary to cross the county boundary with West Yorkshire. Two such constituencies, Selby, and Wetherby and Easingwold were recommended.

Although there was opposition during the public consultations, there was also a significant degree of support for the cross-county constituencies. In its final recommendations, the Commission considered that no compelling new evidence to change the constituencies, or superior counterproposal had been received, and that any changes to the cross-boundary arrangement would result in an inferior pattern of constituencies throughout Yorkshire overall, based on the statutory factors to which the Commission had to adhere.

The Commission submitted its final recommendations to Parliament last summer, and they were enacted into law on 29 November 2023 when they received Royal Assent. There is no legal mechanism to change the constituencies now they have been enacted into law until the next review of constituencies.

Kind regards

Glenn Reed (he/him) | Senior Review Manager



Boundary Commission for England

2 Marsham Street | London | SW1P 4DF

m: +44 7521 761131

e: glenn.reed@boundarycommissionengland.gov.uk

w: boundarycommissionforengland.independent.gov.uk

From: Redacted

Sent: Sunday, February 4, 2024 1:43 PM

To: Information - Boundary Commission for England
<information@boundarycommissionengland.gov.uk>

Subject: Wetherby

Good afternoon. I am concerned about the changes to our constituency which will now be Wetherby and Easingwold. This means the constituency boundaries cross 2 counties Wetherby in West Yorkshire to Easingwold in North Yorkshire. Wetherby is in labour led Leeds council. Discrimination due to it being a rural location, perceived affluence etc mean our services are lacking or not provided at all. It is Harrogate hospital where we are sent in North Yorkshire as it's 20 minutes drive compared to an hour and more by bus. The support for mental health is all centred in Leeds. Whereas we could use Harrogate. A valid concern of mine is there could be an issue if the mp of the Wetherby & Easingwold constituency ends up having to back a funding application in North Yorkshire versus the same bid from West Yorkshire. This could impact us in Wetherby. Also Wetherby population is now approaching that of a medium town which should be noted. Our location in a rural setting is more aligned to rural North Yorkshire not urban Leeds.

My question is how can Wetherby citizens apply to become part of North Yorkshire?

Redacted

Wetherby

Iona Taylor

From: Andrew Denton MBE <andrew@notolo.co>
Sent: 12 March 2024 08:46
To: Lamb, Cllr Alan
Cc: Iona Taylor
Subject: Re: Project to End Loneliness

Thank you for your suggestion Councillor, I will be meeting with Enerveo soon and this sounds like the kind of high footfall area we would like to include.

All the best,

Andrew

From: Lamb, Cllr Alan <Alan.Lamb@leeds.gov.uk>
Sent: 08 March 2024 16:47
To: Andrew Denton MBE <andrew@notolo.co>
Cc: Iona Taylor <clerk@wetherby.co.uk>
Subject: RE: Project to End Loneliness

Dear Andrew,

Thank you for the email. The Market Place in Wetherby is the most obvious place in my ward as it would comfortably have the highest footfall. I've copied in the Town Clerk who may have some further thoughts?

Many thanks,

Alan.

Cllr Alan Lamb
Wetherby Ward (Conservative)
Leader of the Conservative Group and Leader of The Opposition
01133785851
@Alan_Lamb 17
Facebook – Cllr Alan Lamb

I handle personal information in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). For a copy of my updated privacy notice or for further information, please click here <http://democracy.leeds.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13605> or contact me.

From: Andrew Denton MBE <andrew@notolo.co>
Sent: 08 March 2024 09:42
To: Andrew Denton MBE <andrew@notolo.co>
Subject: Project to End Loneliness

Some people who received this message don't often get email from andrew@notolo.co. [Learn why this is important](#)

Good morning Councillor, I hope its a happy Friday for you,

I am writing about a community project I have approval for from Leeds City Council and which I would like to invite your involvement with.

I founded Notolo in 2023 in a response to the loneliness epidemic that has been getting worse since Covid-19. It came out of work that I did during the pandemic to support vulnerable people and the NHS through the crisis, for which I was awarded an MBE, www.notolo.co/our-story

As well as providing hope, help and conversations around the topic, my goal is to create a national network of streetlights which 'shine a light on loneliness' connecting the whole of GB. Leeds is the first city region to agree to take part, because Leeds has been my home for the last 15 years and made me feel welcome when I was not from these parts. I've never forgotten that friendliness.

Loneliness is invisible but it impacts every age. In 2022 49.63% of adults in the UK reported feeling lonely 'occasionally, sometimes, often or always', and surprisingly, younger adults aged 16 to 29 years old, are more likely than those in older age groups to report feeling lonely 'often or always'. The World Health Organisation likens loneliness to have the mortality effect of smoking 15 cigarettes a day.

I am working with LCC's approved signage company Enerveo to install the signs which have been provided by Limelight Signs free of charge and will be attached to streetlights across the region.

I have enough signs for 1 per Ward and would like your input as to where you think it would be best positioned? There will be the opportunity for local media, local digital awareness of the campaign and your involvement, and national media are also interested in the project, especially when the signs are up.

I am looking for signs to be installed in high footfall areas e.g. train stations, bus stations, market places, shopping areas, campuses etc so if you could let me know where in your ward you think would work best for the installation it would be much appreciated. If I don't hear from you, and I appreciate you are busy with other business, Enerveo will pick a suitable location for installation based on their signage data mapping.

Many thanks for your time and hopefully your support on this project. You can follow the project on instagram below.

All the best,

Andrew Denton MBE
[instagram/notolo.co](https://www.instagram.com/notolo.co)

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Councillor NPT Update

Date: 02.04.2024

Please note: The Information contained within this report **should not** be further circulated by the receiver without the express permission of the sender

Local NPT Officers: PS Standen PC Lane PC Katkowski PC Breen PCSO Crossland PCSO Broadwell PCSO Barrett PCSO Poole	Reporting period: March 2024	Ward: Wetherby
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Crime and ASB Overview:

Anti-Social Behaviour: March Data

Call type	Jan	Feb	March
ADULT NUISANCE - NON-ALCOHOL RELATED	2	0	0
ALCOHOL	0	0	0
FIREWORKS/SNOWBALLING	1	0	0
NEIGHBOUR RELATED	0	0	1
NUISANCE CAR/VAN	1	0	0
NUISANCE MOTORCYCLE/QUAD BIKE	0	0	1
YOUTH RELATED	1	4	0
Not listed by loggist	0	0	0
Grand Total	5	4	2

In line with the set public priority to reduce antisocial behaviour, the number of reports regarding ASB has reduced by 50%.

Of the reports, 1 was regarding nuisance youths raised as an anonymous report. Upon further review when police attended there was no concerns raised.

The second was a minor neighbourhood dispute regarding fencing, in which the caller has been directed to the council as this is not a police issue.

Crime: March Data

Crime type	Jan	Feb	March
Arson	0	0	0
Bicycle theft	0	0	1
Burglary - business and community	3	1	1
Burglary - residential	0	2	3
Criminal damage	6	2	9
Miscellaneous crimes against society	5	11	4
Other sexual offences	8	1	1
Other theft	0	15	11
Possession of drugs	2	0	1
Possession of weapons	1	0	1
Public order offences	14	5	10
Rape	1	0	2
Robbery	1	0	1
Shoplifting	7	2	15
Theft from motor vehicle	0	1	3
Theft from the person	0	1	0
Theft of motor vehicle	1	3	3
Trafficking in controlled drugs	2	1	1
Vehicle interference	0	3	0
Violence with injury	22	14	23
Violence without injury	34	32	34
Grand Total	117	94	125

There has been a 50% increase in public order offences.

2 of these crimes happened within a prison setting and 1 is a domestic related incident. 1 hate crime is reported within these figures.

There has also been an increase in shoplifting.

4 crimes were recorded at the Wetherby Service Station Morrisons on Deighton Road which involved the same methods of removing items from the shelves and leaving without making payment. All 4 occurrences took place during the bank holiday weekend.

3 occurrences took place at the co-op on Ainsty Road. The method of theft is similar to that listed above.

These offences are still under investigation however there is some potential links for some of the suspects.

There is a rise in violence with injury – 19 of these incidents happened within a prison setting.

There are also 8 reports of violence without injury within the prison settings also.

In line with the police priority there has been no reports of commercial burglaries at Thorpe Arch. There has been an increase of 1 additional residential burglary for this reporting period. All these suspects appear to have a motive of taking vehicles from the address and not attempting to take personal property.

Of note the reports of rape appear to have increased. These are both historic and have not occurred in this reporting period.

Problem Solving and Partnership Working:

The Leeds Crime Prevention Officers can be contacted at the following email address:
leedscpo@westyorkshire.police.uk

Local Meetings and Events:

The next PACT will be Tuesday the 7th of April 2024 at the Methodist Church in Wetherby, commencing at 6.30pm.

Contact points:

- Friday 12th April 9:00 – 11:00am - Wetherby Methodist Church, 18 Bank Street, Wetherby LS22 6NQ.

Community Engagement:

- 23rd April – PCSO's attending St Joseph's Primary School Wetherby to talk to students.
- 7th May 2024 – Officers will attend Wetherby Pub Watch Meeting

Any other Business:

Community alert

268 signed up as of 2nd May 2024 – please can the community be reminded that they must verify their account via email to receive updates. There is a number showing as unverified and therefore they are not receiving updates.

Public priorities

Public Priority - Road Safety – Speeding has been raised as a concern across the ward. We are currently working with colleagues from Safer Roads, in an initiative funded by local Councillors, and are conducting dedicated days of action targeting excess speed. The local NPT will conduct high visibility patrols and use both the Pro-Laser and a speed indicator device to raise awareness of the dangers of speeding. We will work with the local authority to seek post implementation reviews of 20mph zones to assess the effectiveness of these areas in reducing speed.

Antisocial behaviour – We will conduct intelligence led, high profile patrols to deter antisocial behaviour and instances of damage and will be focusing on Wetherby and Stables Lane.

Police Priority - Residential Burglary - In the residential communities in Wetherby itself and the villages of Boston Spa, Clifford and Bramham. Day time offences of opportunity, e.g. sneak in burglaries. We will tackle this through crime prevention to target harden and intelligence led patrols at the key times to disrupt and deter offences.

Address commercial burglaries at Thorp Arch through intelligence led patrols at the key times supported by colleagues from a range of departments.