

HELMSLEY TOWN COUNCIL
AGENDA for the Monthly Meeting of Helmsley Town Council
to be held in the National Park Meeting Room on Monday 27th July 2015 at 6:30pm

Part One – opening business

1 Apologies

To receive apologies and approve reasons for absence.

2 Code of Conduct

To receive declarations as required by the Code of Conduct.

3 Public Comments

To receive comments from the public for future consideration.

4 Minutes

- a) To agree and sign the minutes of the Ordinary Meeting on 29 June 2015.
- b) To receive the minutes of the meeting of Helmsley Recreation Charity on the 14th July 2015.

Part Two – For Information

5 Exchange of Information and items for next agenda

- a) **Chairman's Report**
- b) **Clerk's Report**
 - I. Complaint about grass cutting on Elmslac Road.
 - II. Letter from Helmsley in Business about the council not sending a representative to RDC's Ryedale Market Town Working Group.
 - III. Complaint about litter and property damage during a rally weekend.
 - IV. Documents received and sent to councillors:
 - a. Police Annual Report and Statistics and Newsletter – June
 - b. Thank you email from RDC for grant to the Chairman's Charity Fund.
 - c. Email - Submission of Ryedale District Community Infrastructure Levy-Draft Charging Schedule.

6 Planning: To receive Decisions

None received.

7 Meetings, training and events: To receive reports

- a) YLCA Councillor Training 1 July 2015 at Malton. Councillors Duncombe, Marsden, Rose and Swift.
- b) Helmsley Arts Centre Trustees 7th July. Councillor Duncombe.
- c) Community Emergency Planning 8th July at Helmsley at Malton.
- d) YLCA Chairman and Vice-Chairman Training 13 July 2015. Councillor Swift.
- e) Western Area Parish Forum - Wed 15 July 2015 at Chopgate. Councillors Fairburn and Hawkins.

8 Finance, Audit and Governance

- a) To receive and note the Bank Reconciliation to the 30 June 2015.
- b) To receive and note the Running Budget to the 30 June 2015.

Part Three – for determination

9 Planning Applications

None received.

10 Meetings and Training: To consider attendance

Coast & Vale Community Action (CaVCA) Friday 11 September 10:00am-2:30pm at Helmsley.

11 Consultations: To consider a response to the following

- a) North Yorkshire County Council Local Transport Plan 4.
- b) North Yorkshire Fire and Rescue Authority Fire Cover Review.

12 Policies and Agreements

- a) To consider an Editorial Policy for the Newsletter.
- b) To consider an Equalities Policy (see Library Volunteers Agreement).
- c) To consider a Commitment to Volunteers Statement (see Library Volunteers Agreement).

13 Feversham Monument

- a) To note that the clerk has commissioned a further inspection by the architect, Mr Pace and a stone mason using a hydraulic platform at a cost of £515 plus VAT prior to obtaining specifications and quotes for any work required.
- b) To consider getting specifications and costings if work is required.
- c) To consider investigating the availability of grants.

14 Helmsley Library

- a) To receive Martin Vander Weyer's statement to the NYCC Executive Meeting on the 7th July.
- b) To receive reports of the Library Working Group Meetings at Helmsley on the 15th May, 15th June and the 23rd July 2015.
- c) To consider an agreement between Helmsley Town Council and Helmsley Town Council Library Volunteers.
- d) To consider an application form for Helmsley Town Council Library Volunteers.
- e) To consider the time and financial input needed by the council and its staff to fulfil its current and future obligations to Helmsley Library and Information Service.
- f) To consider a training budget to train Helmsley Town Council Staff and the Volunteer Coordinator in Attracting, Recruiting and Training Volunteers.
- g) To consider the transfer of funds from the Contingency budget to the Staffing and Training budgets to cover the extra time and cost required for Helmsley Library in the current financial year.

15 Finance, Audit and Governance

- a) To consider quotations for the Annual Play Area Inspections for The Limes and Helmsley Recreation Charity.
- b) To consider investigating the purchase of dedicated accounting software to cover the day to day accounts, the Annual Return and budgeting.
- c) To consider a grant application from Ryedale Citizens Advice Bureau.
- d) To agree payments and to sign cheques.

16 Staffing Matters

Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media may be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. Please note: this does not apply at the time the decision is made by the council.

- a) To receive a report of the clerk's appraisal.
- b) To consider increasing the assistant clerk's hours from 5 hours per week to 6 hours per week from 1 September 2015.
- c) If the council has agreed to investigate accounting software, to give the assistant clerk and clerk additional hours in autumn to visit nearby parish councils using the systems.

Signed

Date