

**HELMSLEY TOWN COUNCIL**  
**AGENDA for the Annual Meeting of Helmsley Town Council**  
**to be held in the National Park Meeting Room on Tuesday 31<sup>st</sup> May 2016 at 6:30pm**

**Part One – opening business**

**1 Election of the Chairman and Vice Chairman**

- a) To elect a chairman.
- b) To receive the chairman's Declaration of Acceptance of Office
- c) To elect a vice-chairman.
- d) To receive the vice-chairman's Declaration of Acceptance of Office.

**2 Apologies**

To receive apologies and to approve reasons for absence.

**3 Code of Conduct**

To receive declarations as required by the Code of Conduct.

**4 Public Comments**

To receive comments from the public for future consideration.

**5 Minutes**

- a) To agree and sign the minutes of the Ordinary Meeting on the 25<sup>th</sup> April 2016 and the Additional Meeting (Planning) on the 3<sup>rd</sup> May.

**6 Exchange of Information and items for next agenda**

- a) **Chairman's Report**
- b) **Clerk's Report**
  - I. Complaint re parking on Pottergate blocking/making difficult access. Referred to NYCC Highways.
  - II. Cemetery complaints: A memorial has been damaged on the back; soil from a new grave was put on another without a covering sheet to protect the existing grave by the undertaker's grave digger – tidied up after the complaint.
  - III. The council's Spring Newsletter was published and delivered in early May.
  - IV. Notice of Referendum on the UK's membership of the European Union Thursday 23 June.
  - V. **Documents received and sent to councillors:**
    - a. Black Swan Car Parking Review: Public consultation announced, closing date 17<sup>th</sup> June. There will be a formal notice in the paper and on site. The decision will be made by The Business and Environmental Services (BES) Corporate Director in conjunction with the BES Executive Members for Highways – Dom Mackenzie and Chris Metcalfe. The date of the meeting is not set yet, but any objectors will be invited to the meeting to explain their objection(s).
    - b. Complaint from a resident about the 'A' boards on Borogate, obstructing access along Borogate and to Barker's Yard, forwarded to NYCC Highways.
    - c. Email about increasing the planters at the end of Borogate to 3 to stop parking and to have double-yellow lines - referred to NYCC Highways.
    - d. Various emails about Visitor Information Panels in Helmsley and the location of a noticeboard.
    - e. Email from Janet Waggott, Chief Executive of RDC, about the lack of consultation with the town council about the changes to parking arrangements and the toilets, and a suggestion of all parties meeting for discussions.
    - f. Email from RDC about changes to the parking arrangements and toilets.
    - g. Recruitment of co-opted independent members to the North Yorkshire Police and Crime Panel.
    - h. RDC – Deadline for Voter Registration for EU Referendum is 7<sup>th</sup> June. Online [gov.uk/register-to-vote](http://gov.uk/register-to-vote)
    - i. Kevin Hollinrake MP – Timetable of Surgeries (on noticeboard) and Broadband and Business Forum on 10<sup>th</sup> June 2016.
    - j. Police Report April 2016.
    - k. Appeal from Marie Curie to hold a 'Blooming Great Tea Party' between the 20<sup>th</sup> - 29<sup>th</sup> June 2016.
    - l. Gravel Biking Event 3 September at Duncombe Park and local roads.

**Part Two – for determination**

**7 Planning Applications. To consider the following application:**

**Application** [NYM/2016/0208/LB](#) Applicant Fat Face Ltd

**Location** 21 Market Place, Helmsley

**Proposal** Listed Building consent for internal and external alterations including signage.

**8 Visitor Information Panels/Town Maps**

To consider the correspondence from RDC and Helmsley in Business and RDC's suggestion that they are put on the Public Conveniences at the Cleveland Way Car park and to consider further action.

**9 Sport and Recreation**

- a) To consider the formal pre-planning advice from the National Park Authority about the 'Hockey Field' and the field north of the carpark – letter from Hilary Saunders 20 May 2016.
- b) To consider making a planning application for the field north of the car park.
- c) To consider a quotation for new nets for the goalposts on The Limes Play Area, £94 plus VAT plus £12 carriage, excluding fasteners.
- d) To consider the Centenary Fields Programme and the request to dedicate recreational space, The Limes Play Area, as a Centenary Field to commemorate the 100<sup>th</sup> anniversary of the Battle of the Somme in July.

**10 Consultation and feedback: To consider a response**

- a) Feedback about the Tour de Yorkshire, the preparations or the day itself as requested by Ryedale District Council.
- b) NYMNPA Planning Department Consultation: Review of Local Validation List.

**11 Black Swan s106 Working Group**

To consider setting up an s106 Working Group which will recommend to council how the consultation(s) are to be carried out and the criteria for awarding s106 funding.

**12 Policies and Action Plan.**

- a) To consider reviewing the following policies and action plan

Policy	Date of last review (or adoption if stated)	Next review due date (unless advice received beforehand from the YLCA/ NALC)
Action Plan	September 2015	May 2016
Cemetery Policy	March 2016	March 2017
Complaints Procedure	February 2015	Was due Feb 2016. No changes from NALC.
Council, Volunteer & Staff Training	September 2015	September 2016
Data Protection Policy	July 2011	No date.
Disciplinary Procedure	April 2016	April 2017
Equalities policy	July 2015	July 2016
Financial Regulations	February 2016	February 2017
Grievance Procedure	April 2016	April 2017
Newsletter Editorial Policy	July 2015	July 2016
Publication Scheme	Clerk updates the info on the council's website.	
Recording & Filming of Meetings	Adopted June 2015	No date. Suggest June 2016.
Risk Management Strategy	March 2016	March 2017.
Standing Orders	October 2015	October 2016
Unity Transactions	August 2015	August 2016
Winter Services	November 2015	Not dated. Suggest Oct 2016.

- b) To consider the retention and/or publication of recording of meetings – e.g. to delete after the minutes are approved, to store for a certain period and/or to publish on the website.
- c) To add the following to the Scheme of Delegation:  
The clerk is responsible for handling Annual Leave or Time off in Lieu requests from staff.

**13 Meetings and Representatives: To agree representatives to attend**

- a) YLCA Ryedale Annual Branch Meeting 7<sup>th</sup> June at 7pm at RDC.
- b) RDC Parish Liaison 8<sup>th</sup> June at 7pm at RDC.
- c) A meeting with Ryedale District Council, North Yorkshire County and Helmsley in Business (at least two councillors, suggest times and dates).

**14 Audit**

- a) To receive the Internal Audit Letter 2015/16 and to review the effectiveness of the system of internal control and to consider the findings of the review.
- b) To note that Section 4, the Annual Internal Audit Report of the 2015/16 Annual Return has been completed and signed by the Internal Auditor.
- c) To complete Section 1 (Annual Governance Statement) of the 2015/16 Annual Return and to resolve to approve and to agree it is signed and dated by the chairman.
- d) To consider Section 2 (Accounting Statement) as prepared by the clerk, to resolve to approve the Accounting Statement and to agree it is signed and dated by the chairman.
- e) To agree the Explanation of Variances 2015/16 to be submitted with the Annual Return.

**15 Finance**

- a) To consider a grant request from Autism Plus.
- b) To consider purchasing a Word template for the newsletter, with a header, for £45 from Depth Charge Design & Print Ltd.
- c) To consider buying coin counting scales.
- d) To consider joining Helmsley in Business at a cost of £180pa or £15 per month.
- e) To consider renewal of the clerk's membership of the Society of Local Council Clerks, £149.
- f) To consider replacing the staff chairs in the office.
- g) To note the 2016-2018 National Salary award agreed by The National Joint Council for Local Government Services (NJC) of a 1% cost of living increase for local council employees with effect from 1 April 2016 and to agree to implement it with effect from the 1 April 2016.
- h) To agree the payments and to authorise two councillors to undertake the Unity transactions.

**Part Three – For Information**

**16 Planning: To receive decisions**

No planning decisions received.

**17 Meetings, training and events: To receive reports**

- a) Ryedale Market Towns Promotion, 9<sup>th</sup> March (minutes circulated).
- b) NYMNPA Parish Planning Training Event, 26<sup>th</sup> April. Councillors Duncombe and Swift.
- c) Ineos Presentation (fracking) at Malton, 11<sup>th</sup> May 2016. Councillor Rose.
- d) Helmsley Volunteering Meeting 19<sup>th</sup> May 2016. Councillor Swift.
- e) NYCC - KM8 Planning Application, 20<sup>th</sup> and 23 May 2016. Councillor Rose.

**18 Finance, Audit and Governance**

- a) To note that the outstanding 3 cheques, all over 6 months old, have been entered in the cashbook as negative amounts as they cannot be paid into the bank now - 101429 £0.05, 101430 £0.05 and 101479 £50.00
- b) To receive and note the [Bank Reconciliation](#) to the 30<sup>th</sup> April 2016.
- c) To receive and note the [Running Budget](#) to the 30<sup>th</sup> April 2016.

**Signed**

**Date**