

Otley Town Council

Meeting:	Policy & Resources
Date:	8 th September 2014
Venue:	Otley Core Resource Centre, Orchard Gate, Otley
Committee Members in Attendance:	Cllr J Eveleigh (Chair) Cllrs N Gill, C Morris, K Cooney, P Gill, R Gill, M Evans, N Francis, M Vickers, P Bye, L Bradley, J Spencer and Dr P Spencer, A Kelly, S Lay, C A Campbell
In Attendance:	Ms S Kidger (Executive Officer) Mrs E Bradley (Admin Officer)
Apologies:	It was resolved to accept the following apologies: Cllrs B Patton, L Atkin, N Birch.

65. Declarations of Interest

No declarations of interest, of any nature, were received.

66. Approval of Minutes

Resolved: the minutes of the Policy & Resources Committee meeting of 21st July 2014 were approved for accuracy and signed by the Chair

67. Accounts Paid

To: All Members of the Town Council

From: Executive Officer

Accounts Paid

Jul-14

General Accounts

<u>DETAIL</u>	<u>NEW CODE</u>	<u>GROSS</u>	<u>VAT</u>	<u>NETT</u>
PETTY CASH	TRANS	100.00		100.00
JAN FILBY YOUNG ACHIEVER AWARD	4121	50.00		50.00
NIGEL GILL	4120	200.00		200.00
ON SCREEN- WEBSITE SUPPORT	4021	50.00		50.00
RIALTAS YEAR END	510/4021	598.44	99.74	498.70
BRIAN ROE - YEAR END	4000	380.00		380.00
PETTY CASH	TRANS	100.00		100.00
JASON KNOWLES - TDF EXPENSES	4187	114.25	16.29	97.96
JASON KNOWLES - EXPENSES	4050	87.10	2.00	85.10
NPOWER	4155	12.01	0.57	11.44
REAL FOOD SHOP - TDF STAFF SUBSISTANCE	4187	40.60	2.10	38.50
CONSERVATIVE CLUB TDF CATERING	4125	220.00	0.00	220.00
AFFORDABLEWEBS- HENRY HOOVER	4010	115.37	19.23	96.14
G MCNEICE ENTERTAINING TDF	4187	525.00		525.00
ON SCREEN - WEBSITE SUPPORT	4021	50.00		50.00
YPO - STATIONARY	4013	43.26	7.21	36.05
YPO - CLEANING MATERIALS	4052	72.42	12.07	60.35
HMRC - PAYE MTH 3	4000	1814.91		1814.91
LEEDS CC ST JOSEPH'S LETTING	4187	132.20		132.20
WYPF PENSION - PENSION PAYMENT JUNE	4000	1272.41		1272.41
BT INTERNET SERVICES	4021	113.40	18.90	94.50
OUR WEIGH - COIN COUNTER & SORTER	4010	157.19	26.20	130.99
IDA SERVICES - TOILET STAFF TRAINING	4054	70.00		70.00
IDA SERVICES - BURRAS FLOOD RISK MEETING	4201	51.60		51.60
OCS GROUP/CANNON - PAPER TOWEL	4057	57.60	9.60	48.00
MINISTAR SERVICES-TATTON - RENT	4150	3660.00	610.00	3050.00
CHEVIN CLEANING SERVICES - WINDOWS	4160	40.00		40.00
BEN WHITEHEAD REPLACES 173 - GROUND MTCE	4174	100.00		100.00
PETTY CASH	TRANS	100.00		100.00
CIPD PROFESSIONAL FEES	4040	165.00		165.00
BES ELEC	4155	90.36	4.30	86.06
BT	4012	522.55	87.09	435.46
SLCC MEMBERSHIP SK, JK	4016	438.00		438.00
ADMIN SALARIES	4000	6653.01		6653.01
TOILET STAFF	4053	3088.99		3088.99

JACK BRADLEY	4191	129.50		129.50
NIGEL GILL	4120	200.00		200.00
		21615.17	915.30	20699.87
		43230.34	1830.60	41399.74

ALLOTMENT ACCOUNT

0 0.00 0.00

Resolved: **that the accounts for payment be approved**

68. Risk Assessment & Management Policy

Resolved: **that the recommendations contained in the Executive Officer's report at paragraph 6 be approved, that: Members adopt the Risk Management Policy**

69. Appointment of Internal Auditors

The Executive Officer's report is attached.

Resolved: **that the recommendations contained in the Executive Officer's report at paragraph 6 be approved, that:**

- 1. Members note the contents of the report**
- 2. the appointment of Yorkshire Internal Audit Services as internal auditors for 2014/2015 be confirmed**

70. Tour de France

The Community Development Officer's report is attached.

Resolved: **that the report be noted**

71. Gallows Hill

The Executive Officer's report is attached.

(Cllr A Kelly joined the meeting at 7.15pm)

Resolved: **that the recommendations contained in the Executive Officer's report at paragraph 5 be approved, that:**

- 1. the report be noted**
- 2. Phase 1 works be approved**
- 3. the Audit Committee be delegated responsibility for selecting the winning tender of Phase 1 works**

72. Wharfemeadows Park – Boats

The Executive Officer's report is attached.

Chair confirmed that any financial commitment involved would be referred back to Committee for approval, and that there was a budget line in place potentially for the next financial year. He also confirmed that discussions had been held with Leeds City Council Parks & Countryside about the former swimming pool site.

Councillor J Spencer asked whether the Town Council would take the lease and what the insurance situation would be.

Chair confirmed that the Operator would have to meet and mitigate all the risks indicated by Leeds City Council although some liability would pass to

the Town Council. Checks would need to be made with our insurers as to whether we would be covered.

Councillor Francis said he welcomed the idea of boats returning to the river and if this could be linked into the old swimming pool it would be a real development for the town.

Resolved: **that the recommendations contained in the Executive Officer's report at paragraph 4 be approved, that: Members approve in principle for the Executive Officer to negotiate with Leeds City Council and the third party to agree licensing/leasing arrangements to enable the return of boats to the River Wharfe**

73. Impact Assessment

(Cllr S Lay joined the meeting at 7.27pm)

Members discussed the proposed Impact Assessment.

Councillor Lay said he believed that Leeds City Council would say that any funding for an Impact Assessment should come from the Neighbourhood Plan money allocated to the Town Council. He said he was broadly in favour of supporting the Assessment, but that it should be funded through the Neighbourhood Plan.

Councillor Eveleigh said that the money from the Neighbourhood Plan bidding process could not be spent on consultancy, which this assessment would need to be. With regards to the Neighbourhood Plan money, the funds were in the hands of the Neighbourhood Plan Steering Committee rather than the Town Council. The Steering Group was operating independently of the Town Council as it had to meet the requirements of the examiner.

Resolved:

Policy and Resources Committee notes that the Council's Planning and Development Committee on 7th April 2014, following an earlier presentation to Full Council from members of 'Otley Development Disgrace' (ODD) on 24th March 2014, agreed to explore the potential for an impact assessment to be undertaken.

Otley Town Council believes that an impact assessment should, among other things, assist in establishing the likely impact of the implied additional housing for Otley, contained within the Leeds City Council's Core Strategy and Site Allocations.

An impact assessment could, for example, help to determine likely traffic and transportation and other infrastructure requirements should development occur that will assist the Council to make a strong case for appropriate mitigation.

The Policy and Resources Committee, therefore, propose that the sum of up to £5000 be allocated from the Council's reserves to contribute (match-fund) towards the cost of a credible impact assessment.

Furthermore the Policy and Resources Committee delegates the Planning and Development Committee to oversee the potential process including the identification of a partner or partners to meet any costs identified over and above the Town Council's potential commitment of £5000.

Policy and Resources Committee, in being prudent with the public purse, notes the

requirements of the external auditor to maintain a healthy reserve and therefore commits to replacing finances withdrawn from the reserve to fund an impact assessment at the earliest opportunity.

74. Commonwealth Games and other sporting successes

(Cllr C A Campbell joined the meeting at 7.58pm)

Resolved:

Otley Town Council acknowledges the superb performance by Lizzie Armitstead in becoming the first ever English woman to win a gold medal in the Women's Road Race during the Commonwealth Games held in Glasgow during August 2014. The Council also congratulates her on the outstanding achievement in securing the UCI Women's Road World Cup title in the same month!

Furthermore Otley Town Council congratulates Racheal Bamford for her excellent performance in the Commonwealth Games women's 3000 metre steeplechase, where she recorded a personal best time.

Otley Town Council also extends congratulations to Danielle Bailey, who over the summer broke the British Paralympic record in the 50 metre swimming freestyle.

Otley is rightfully proud of these elite women athletes.

75. 965 Bus Service

Resolved:

Otley Town Council expresses concern at the decision by First Group, Leeds to discontinue serving the bus stop within the grounds of the Wharfedale Hospital during peak times – Monday to Friday.

The Council notes that the company's decision is based on their attempts to improve the reliability of the service. However, it is the Council's view that the changes put in place on 31st August 2014 are unacceptable and will adversely affect some of the most vulnerable service-users. Council further notes the considerable distance from the bus stop on Newall Carr Road to both entrances to the hospital, and recognises the significant inconvenience that patients and relatives will now experience when visiting for out-patient appointments and day case procedures.

Furthermore, Otley Town Council deplores the lack of notice in relation to the service changes and the lack of consultation with the Council or other groups within the town.

Otley Town Council therefore requests that First Group, Leeds review their decision and calls upon the West Yorkshire Integrated Transport Authority to make representations to the company to overturn this ill-considered decision.

Chair.....