

Otley Town Council

Meeting:	Policy & Resources
Date:	12 th September 2016
Venue:	Otley Core Resource Centre, Orchard Gate, Otley
Committee Members	Cllr R Georgeson (Chair) Cllrs I Jackson, P Carter, R Smith, P Jackson, C A Campbell, N Francis, M Bradley, K Whelan, L Hoare, D Robinson, P Robinson, K Holmes, S Thomson, M Vickers
In Attendance:	Dr J Knowles (Deputy Executive Officer) Mr Dean Butcher (Leeds Care & Repair) Mr Mike Dando (Directions Planning)
Apologies:	It was resolved to accept the following apologies: Cllrs W Green, J Brown, S Brown

Members of the Public Wishing to Speak

Mr Sam Lawson, Friends of Gallows Hill (FOGH) spoke to Committee about the need to undertake soil testing as the next stage in the development of the community orchard. He outlined that there is growing interest in the site and this initiative and requested that the Town Council find a way of undertaking the soil tests. Chair thanked Mr Lawson for the update and confirmed that the Town Council are exploring various options to provide the funding to support the testing. Cllr R Smith wished to pass on his thanks for the wonderful work of the FOGH group on the site.

66. Declarations of Interest

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

67. Minutes for approval

Resolved: **the minutes of the Policy & Resources Committee meeting of 18th July 2016 were approved for accuracy and signed by the Chair**

68. Leeds Directory

Mr Dean Butcher, from Leeds Care & Repair gave a presentation to Committee on the Leeds Directory. He said he wanted to spread awareness of the Leeds Directory; get as many local trades people as possible included in the Directory and to publicise events using the Directory. He requested that a web link to the Leeds Directory be installed on the Town Council website and that their services be advertised in Otley Matters.

69. Neighbourhood Plan

Mike Dando from Directions Planning gave an update on progress with the Neighbourhood Plan. He provided information on what the Otley Plan would cover; progress to date and the planned next steps. Mr Dando's presentation is attached.

70. Accounts Paid

To: All Members of the Town Council

From: Executive Officer

Accounts Paid

General Accounts

Jun-16

<u>DETAIL</u>	<u>GROSS</u>	<u>VAT</u>	<u>NETT</u>
WYPF - APRIL PENSION	1777.52	0.00	1777.52
HMRC - APRIL PAYE-ADMIN	2265.53	0.00	2265.53
WYPF - PENSION MAY	1815.30	0.00	1815.30
HMRC - MAY PAYE - ADMIN	2327.41	0.00	2327.41
WYPF - ADDITIONAL P/MENT	675.00	0.00	675.00
ADMIN SALARY-JUNE	972.34	0.00	972.34
ADMIN SALARY - JUNE	6743.13	0.00	6743.13
IMS SOUTHERN-FRANKING MACHINE	24.00	4.00	20.00
BNP PARIBAS -COPIER 11/6-10/9	878.65	146.44	732.21
IMS - FRANKING MACHINE	24.00	4.00	20.00
YPO-COPIER PAPER	28.42	4.74	23.68
LAND REGISTRY-TITLE PLAN SEARCH	18.00	0.00	18.00
LAND REGISTRY-TITLE PLAN SEARCH	63.00	0.00	63.00
YORKSHIRE INTERNAL AUDIT	300.00	0.00	300.00
ON SCREEN- WEB SUPPORT	50.00	0.00	50.00
T.SHORTALL TRAVEL EXPENSES	100.80	0.00	100.80
YLCA-PENSIONS TRAINING	36.00	0.00	36.00
ELAS LTD - LAW CONSULTANTS	178.80	29.80	149.00
MINISTAR SERV-TOILET RENT 16/6/16-15/6/17	12.00	2.00	10.00
HMRC - APRIL PAYE-TOILETS	66.80	0.00	66.80
HMRC - MAY PAYE - TOILETS	136.80	0.00	136.80
TOILET STAFF SALARY - JUNE	2556.12	0.00	2556.12
PWLA	6312.69	0.00	6312.69
MAYORS ALLOWANCE-MAY	120.00	0.00	120.00
MAYORS ALLOWANCE-JUNE	120.00	0.00	120.00
NPOWER-MARKET STALLS 19/4-19/5	13.85	0.66	13.19
WINPENNY - AGM	285.50	0.00	285.50
NPOWER-MARKET STALLS 19/5-17/6	13.06	0.62	12.44
LEEDS CC -RATES-JUNE	678.00	0.00	678.00
LEEDS CC -RATES - AUGUST	678.00	0.00	678.00
LEEDS CC RATES	678.00	0.00	678.00
MINISTAR SERVICES-RENT 24/6-28/9	6360.00	1060.00	4750.00
BES ELEC	263.65	43.94	219.71

CHEVIN CLEANERS-MAY	240.00	0.00	240.00
MINISTAR SERVICES-SERVICE CHG	0.00	0.00	550.00
ROYAL MAIL-OTLEY MATTERS	914.08	152.35	761.73
CDA-OTLEY MATTERS	2096.00	0.00	2096.00
D.CULLEN - TDY	100.00	0.00	100.00
OTLEY TOWN PARTNERSHIP	100.00	0.00	100.00
PETTY CASH	100.00	0.00	100.00
	40122.45	1448.55	38673.90

Allotments

<u>DETAIL</u>	<u>GROSS</u>	<u>VAT</u>	<u>NETT</u>
YORKSHIRE WATER	245.9	0.00	245.9

To: All Members of the Town Council
Accounts Paid
General Accounts

From: Executive Officer
Jul-16

<u>DETAIL</u>	<u>GROSS</u>	<u>VAT</u>	<u>NETT</u>
WYPF-PENSION JUNE	1796.39	0.00	1796.39
HMRC PAYE JUNE - ADMIN	2392.88	0.00	2286.48
WYPF ADDITIONAL P/MENT	675.00	0.00	675.00
ADMIN SALARIES JULY	972.34	0.00	972.34
ADMIN SALARIES JULY	6743.33	0.00	6743.33
BT-BROADBAND 1/6-31/8	168.60	28.10	140.50
BT-RENT 1/5-30/9 CALLS 12/4-13/7 MTCE 1/7-30/9	607.66	101.27	506.39
YPO-FILES/COPIER PAPER	32.48	5.41	27.07
LAND REGISTRY	8.00	0.00	8.00
LAND REGISTRY	6.00	0.00	6.00
LAND REGISTRY	6.00	0.00	6.00
LEEDS CC - ANNUAL LICENCE	80.70	0.00	80.70
CIPD-MEMBERSHIP FEE	174.00	0.00	174.00
ON SCREEN-WEB SUPPORT	50.00	0.00	50.00
STEPHEN SMITH-STAFF REVIEW	28.00	0.00	28.00
ELAS LTD - LAW CONSULTANTS	178.80	29.80	149.00
BASIL HOULDSWORTH-NOTICEBOARD	30.00	5.00	25.00
ROOM HIRE COVER SALARY	25.00	0.00	25.00
HMRC PAYE JUNE - TOILET STAFF	0.00	0.00	106.40

TOILET STAFF SALARIES JULY	2793.50	0.00	2793.50
YPO-GLOVES	20.40	3.40	17.00
OCS-PAPER TOWEL	96.00	16.00	80.00
MAYORS ALLOWANCE JULY	120.00	0.00	120.00
M.METCALFE-ACHIEVEMENT AWARD	50.00	0.00	50.00
LEEDS CC RATES	678.00	0.00	678.00
LEEDS CC RATES	678.00	0.00	678.00
BES ELEC 15/6-15/7	255.31	42.55	212.76
CHEVIN CLEANERS - JUNE	240.00	0.00	240.00
AWM-WASTE REMOVAL JUNE	25.66	4.28	21.38
R SYKES - TDY	75.00	0.00	75.00
GROVE HILL TENNIS CLUB	500.00	0.00	500.00
OTLEY PUB CLUB	1000.00	0.00	1000.00
BEHIND CLOSED DOORS	750.00	0.00	750.00
SKATE PARK USER GROUP	500.00	0.00	500.00
OTLEY FOLK FESTIVAL	900.00	0.00	900.00
CATAPULT CREATIVE-VISITOR GUIDE	352.00	0.00	352.00
MAYORS A/C TRANSFER (CHQ RECEIPT)	35.50	0.00	35.50
PETTY CASH	100.00	0.00	100.00
OTLEY CHORAL SOCIETY-COMM FUND	200.00	0.00	200.00

23344.55 235.81 23108.74

Allotments

<u>DETAIL</u>	<u>GROSS</u>	<u>VAT</u>	<u>NETT</u>
STEPHEN SMITH-MTCE	271.45	0.00	271.45
STEPHEN SMITH-MTCE	375.00	0.00	375.00
	646.45	0.00	646.45

Resolved: **that the accounts paid be noted**

Members discussed the financial information that they wished to receive for future meetings.

Resolved: **1. that an Outturn report be provided to each
Policy & Resources Committee meeting
2. that a Budget Agenda item be included on all
appropriate sub committees**

71. Trade & Tourism Propositions

The Community Development (Deputy Executive) Officer's report is attached.

Resolved: **that the recommendations contained in the Community Development (Deputy Executive) Officer's report at paragraph 5 be accepted, that: Committee note the contents of the report and resolve to vire funds amounting up to £12,640 from the Environment & Sustainability budget to the Trade & Tourism budget for the remainder of the 2016-2017 financial year.**

72. Ambassador's Programme

The Community Development (Deputy Executive) Officer's report is attached.

Chair requested all Councillors to make recommendations of who to approach for ambassadorial roles.

Resolved: **that the recommendations contained in the Community Development (Deputy Executive) Officer's report at paragraph 5, that:**

- 1. Committee note the report**
- 2. The introduction of the Otley Ambassador Programme based on the criteria set out be accepted**

Chair