

Otley Town Council

Meeting:	Policy & Resources
Date:	14 th November 2016
Venue:	Otley Core Resource Centre, Orchard Gate, Otley
Committee Members	Cllr R Georgeson (Chair) Cllrs I Jackson, R Smith, P Jackson, P Bye, J Brown, S Brown, W Green, P Carter, W Green, K Holmes, P Robinson, D Robinson, S Thomson, M Vickers, L Hoare, M Bradley, C A Campbell
In Attendance:	Ms S Kidger (Executive Officer) Mrs E Bradley (Admin Officer) Mr Neale Wallace (West Yorkshire Metro) Mr Mike Dando (Directions Planning)
Apologies:	It was resolved to accept the following apologies: Cllrs S Dabill, N Francis

112. Declarations of Interest

Cllr Bradley declared a personal interest in Item 119. Citizens Advice Bureau as he had previously worked for them.

113. Minutes for approval

Resolved: **the minutes of the Policy & Resources Committee meeting of 12th September 2016 were approved for accuracy and signed by the Chair**

114. Changes to Local Bus Services

Chair thanked Mr Wallace for attending. He said that due to the public interest in this matter he would allow members of the public to ask questions.

Mr Neale Wallace, Bus Services Manager of the West Yorkshire Combined Authority, provided an update to Committee on the recent changes to local bus services.

He explained that many bus services such as the X84 were commercial. The services which are more socially necessary are those where operators cannot make money and the Combined Authority steps in to support them.

He outlined the various changes which had been made and acknowledged that public consultation should have been done earlier and that passenger information and timetables had been late.

(Cllr K Whelan joined the meeting at 7.25pm).

Members raised questions about the link to Menston railway station and the timing of the bus service. Mr Wallace said they recognized this was an issue, however, if the bus was to wait for a train which arrived late, this affected passengers along the whole of the bus route.

Cllr Smith said people who lived on the Cambridge estate were worried about the hopper bus service being removed. Mr Wallace said they had no intention of cancelling this service as it was well used.

Chair thanked Mr Wallace for attending and for his time in answering the questions.

115. Neighbourhood Plan

Mr Mike Dando from Directions Planning provided an update on the latest consultation on the Neighbourhood Plan. The public consultations will be on site-specific matters and will start on 28th November 2016, for three weeks.

Cllr Vickers, as Chair of the Neighbourhood Plan Steering Group thanked Mr Dando for the work he had done on the plan.

116. Accounts Paid

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

From: Executive Officer
Aug-16

<u>DETAIL</u>	<u>GROSS</u>	<u>VAT</u>	<u>NETT</u>
PUBLIC SECTOR DEPOSIT FUND	300000.00	0.00	300000.00
WYPF-JULY PENSION	1796.39	0.00	1796.39
HMRC-JULY ADMIN PAYE	2431.68	0.00	2286.28
WYPF- ADDITIONAL PAYMENT	675.00	0.00	675.00
ADMIN SALARIES-AUGUST	1030.65	0.00	1030.65
ADMIN SALARIES-AUGUST	6743.13	0.00	6743.13
IMS-FRANKING MACHINE	24.00	4.00	20.00
SHIRE LEASING-PHONE SYSTEM	324.19	54.03	270.16
SLCC MEMBERSHIP	595.00	0.00	595.00
123REG DOMAIN NAMES 5 YRS/PD	299.70	49.95	249.75
ON SCREEN WEB SUPPORT	50.00	0.00	50.00
ELAS -LAW CONSULTANTS	178.80	29.80	149.00
WHARFEDALE GLASS	136.00	22.67	113.33
IPW ELEC	458.42	0.00	458.42
HMRC-JULY TOILET PAYE	0.00	0.00	145.40
TOILET SALARIES-AUGUST	55.00	0.00	55.00
TOILET SALARIES-AUGUST	2909.55	0.00	2909.55
CHEVIN FOREST SHEEP	360.00	0.00	360.00
OCS-PAPER TOWEL ROLL	115.20	19.20	96.00
YWA	441.58	0.00	399.27
SOUTHERN ELEC-TOILETS 30/4-28/7	481.82	80.30	401.52
MAYORS ALLOWANCE-AUGUST	120.00	0.00	120.00

NPOWER-STALL LIGHTING 20/4+17/6-20/7	79.22	3.78	75.44
NPOWER CLOCK 26/4-26/7	101.45	4.83	96.62
JW PLANT-COMMONWEALTH FLAG	47.40	0.00	47.40
YWA	0.00	0.00	42.31
BES ELEC 15/7-15/8	263.65	43.94	219.71
CHEVIN CLEANING-JULY	240.00	0.00	240.00
AWM-REPLACE FOR CHQ 650-MAY	25.66	4.28	21.38
AWM-JULY	25.66	4.28	21.38
COMMUNITY ENERGY ASSOC	180.00	30.00	150.00
SURVEY MONKEY-ONLINE SURVEYS	249.17	0.00	249.17
DIRECTIONS PLANNING CONSULTANCY	2459.65	0.00	2459.65
PETTY CASH	100.00	0.00	100.00
	322997.97	351.06	322646.91

Allotments

<u>DETAIL</u>	<u>GROSS</u>	<u>VAT</u>	<u>NETT</u>
YWA	38.01		38.01
MCNAIR UTILITIES	360.00	60.00	300.00
YWA OVER PAID 63p	114.66		114.66
	512.67	60.00	452.67

To: All Members of the Town Council

From: Executive Officer

Accounts Paid

General Accounts

Sep-16

<u>DETAIL</u>	<u>GROSS</u>	<u>VAT</u>	<u>NETT</u>
WYPF-PENSION AUGUST	1813.78	0.00	1813.78
HMRC-ADMIN PAYE AUGUST	2524.69	0.00	2327.28
WYPF-ADDITIONAL PENSION PAYMENT	675.00	0.00	675.00
ADMIN SALARIES SEPT	1469.37		1469.37
ADMIN SALARIES SEPT	6304.01		6304.01
SAFE LTD - OFFICE SAGE	219.00	36.50	182.50
IMS-FRANKING MACHINE	24.00	4.00	20.00
BNP PARIBAS	878.65	146.44	732.21
YPO -STATIONERY	29.17	4.86	24.31
YORKSHIRE INTERNAL AUDIT	300.00	0.00	300.00
ALTRIGEN-COMP MTCE 1/8-31/10	600.00	100.00	500.00
ON SCREEN-WEB SUPPORT	50.00	0.00	50.00
ELAS-LAW CONSULTANTS	178.80	29.80	149.00
HMRC-TOILET STAFF PAYE AUGUST	0.00	0.00	197.41
TOILETS SALARIES SEPT	3485.93		3485.93

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YPO-CLEANING MATERIALS	32.88	5.48	27.40
MAYORS ALLOWANCE-SEPT	120.00		120.00
NPOWER-CLOCK 20/4-1/8 & 26/7-1/8 STALLS 19/7-17/8	26.67	1.26	25.41
OPUS ENERGY-CLOCK 2/8-2/9	280.32	13.34	266.98
MINISTAR RENT 29/9-24/12	5700.00	950.00	4750.00
AWM-WASTE REMOVAL AUGUST	56.85	9.48	47.37
CHEVIN CLEANING	267.50	0.00	267.50
MINISTAR SERV CHG 29/9-24/12	660.00	110.00	550.00
ROYAL MAIL	919.18	153.20	765.98
CDA AVERTISING	2096.00	0.00	2096.00
PETTY CASH	50.00		50.00
	28761.80	1564.36	27197.44

Allotments

	<u>DETAIL</u>	<u>GROSS</u>	<u>VAT</u>	<u>NETT</u>
YWA		304.75		304.75

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

From: Executive Officer
Oct-16

	<u>DETAIL</u>	<u>GROSS</u>	<u>VAT</u>	<u>NETT</u>
WYPF-PENSION SEPT	1813.78		1813.78	
HMRC-PAYE SEPT ADMIN	2502.28		2327.68	
WYPF-ADDITIONAL PAYMENT	675.00		675.00	
ADMIN SALARIES-OCTOBER	1027.63		1027.63	
ADMIN SALARIES-OCTOBER	6724.47		6724.47	
BT-RENT AUG-DEC,CALLS 14/7-13/10	465.85	77.64	388.21	
OCS-PAPER ROLL	96.00	16.00	80.00	
YPO-COPIER PAPER,ENVELOPES	37.26	6.21	31.05	
OCS-PAPER ROLL	115.20	19.20	96.00	
YPO-MOP PAPER	38.35	6.39	31.96	
COMPANY TOWN CRIERS	35.00		35.00	
IMS-FRANKING MACHINE	24.00	4.00	20.00	
FRANKING MACHINE TOP UP	206.00	1.00	205.00	
BT-INTERNET 1/9-30/11	168.60	28.10	140.50	
ON SCREEN-WEB SUPPORT	50.00		50.00	
HOTEL MCR - Admin Asst EXAMS	96.00	16.00	80.00	
SLCC-STAFF TRAINING	114.00	19.00	95.00	

IDA SERV-INDUCTION TRAINING	59.50		59.50
Admin Asst EXPENSES-TRAINING	67.80		63.60
ELAS-LAW CONSULTANTS	178.80	29.80	149.00
KEYMARK LOCKSMITHS-CLOCK TOWER	70.80	11.80	59.00
HMRC-PAYE TOILET STAFF	0.00		174.60
TOILET STAFF SALARIES-OCTOBER	2780.11		2780.11
MAYOR ALLOWANCE OCT	120.00		120.00
NPOWER-STALLS 17/8-19/9	14.81	0.71	14.10
LEEDS CC-BRASS BAND CONCERT	300.00		300.00
OPUS ELEC-CLOCK 3/9-2/10	63.84	10.64	53.20
Admin Asst - EXPENSES-CIVIC SUNDAY	0.00		4.20
21CC-FIREWORKS	2397.60	399.60	1998.00
LEEDS CC RATES	678.00		678.00
CHEVIN CLEANERS-SEP	267.50		267.50
AWM-WASTE COLLECTION SEP	29.26	4.88	24.38
FRIENDS OF OTLEY CHILDREN CENTRE	500.00		500.00
DIRECTIONS PLANNING-N/HOOD PLAN	1821.66	303.61	1518.05
HOUSE OF LOGOS-LAPELPINS/PLAQUES	1053.00	175.50	877.50
AMAZON-FLASH DRIVE X 20	43.96	7.33	36.63
AMAZON-WIRELESS MICE X 5	14.50		14.50
	24650.56	1137.41	23513.15

Allotments

	<u>DETAIL</u>	<u>GROSS</u>	<u>VAT</u>	<u>NETT</u>
IDA SERVICES		160.50		160.50

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

117. Outturn Report

The Outturn report is attached.

Resolved: **that the Outturn report be noted**

118. Committee Membership

Resolved: **that the changes to the Committee Membership to include Cllrs K Holmes and P Robinson be noted**

119. Citizens Advice Bureau

The Executive Officer's report is attached.

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

- 1. Members note the contents of the report**
- 2. Members approve the release of £14,158 from reserves to contribute towards the provision of CAB services in Otley.**

120. Local Government Finance Settlement

The Executive Officer's report is attached.

Resolved: **that the report be noted**

121. Navvies Monument

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

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

- 1. Members note the contents of the report;**

