Otley Town Council

Meeting: Policy & Resources

Date: 8th June 2026

Venue: Otley Core Resource Centre, Orchard Gate, Otley

Committee Members Present: Cllr P Robinson (Chair)
Cllrs R Davies, R Smith, P Carter, S Stepan, L Hoare, T Featherstone, N Gill, M Bradley

In Attendance: Mrs N Woodward (Interim Deputy Clerk)
Mrs E Bradley (Admin Officer)

Apologies: It was resolved to accept the following apologies:
Cllrs C A Campbell, G Dibble, S Thomson, R Hughes, S Hughes, Jo Allen

32. Declarations of Interest

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

33. Minutes for approval

Resolved: **the minutes of the Policy & Resources Committee of 30th March 2026 and the Annual Meeting of Council of 18th May 2026 were approved for accuracy and signed by the Chair**

34. Committee Terms of Reference

Resolved: **to approve the Committee Terms of Reference**

Accounts Paid & Outturn Report

To: All Members of the Town Council

Accounts Paid **Mar-26**
General Accounts

DETAIL	**GROSS**	**VAT**	**NET**
Security Plus Cash Collection	90.19	15.03	75.16
Mayors Allowance	150.00		150.00
BNP Paribas Copier	540.00	90.00	450.00
Tatton Rent 25/3-23/6	6855.00	1142.50	5000.00
Tatton Service Charge 25/3-23/6	0.00		712.50
B & M Waste Collection Jan	52.08	8.68	43.40
Croner HR Mar	265.75	42.22	223.53
Burnett/Williams Asset Inspection	396.73		396.73
YLCA Advert Project Officer	20.00		20.00
Adobe Acropro	19.97		19.97
YWA Toilets	658.00		658.00
On Screen Web Support	250.00		250.00
Otley Table Tennis Grant	750.00		750.00
Signrequest Digital Signature	9.35		9.35
Smartesenergy Clock 1/1-28/2	60.48	2.88	57.60
CBS Telepone System	197.52	32.92	164.60
WYPF Admin Pension Feb	2797.81		2797.81
EDF Toilets Feb	562.80	93.80	469.00
EDF Unit 11 Feb	638.53	106.42	532.11
PAYE Admin Feb	4201.42		3549.66
PAYE Toilet Staff Feb	0.00		578.87
PAYE Street Cleansing Feb	0.00		72.89
CBS Copier	110.64	18.44	92.20
Trade Washrooms Toilet Seat	66.60	11.10	55.50
Endure PR Feb	2232.00		1050.00
Endure BIO Feb	0.00		132.00
Endure Otley 800 Feb	0.00		1050.00
Vodafone Mobiles Mar	24.92	4.15	20.77
J.Knowles Expenses	41.85		6.75
J.Knowles Expenses	0.00		35.10
Royal Mail Otley Matters	1028.39	170.97	857.42
Bank Charges	22.28		22.28
Marshall Window Cleaning	20.00		20.00
TV Licence to 31/3/27	174.50		174.50

Catapult Wildlife Garden project	700.00		700.00
Royal Mail Otley Matters	1028.39	170.97	857.42
YPO Toilet Consumables	32.87	5.48	27.39
Tatton Toilets Rent 1/4/23-8/7/26	39.25	6.54	32.71
Hutchinson Recruitment	117.84	19.64	98.20
NALC EO Advert	120.00	20.00	100.00
TWC Jumbo Rolls	129.24	21.54	107.70
Endure Made In Otley Expenses	251.63		251.63
M Dando N/hood Plan	437.50		437.50
Naturally Creative	500.00		500.00
Altrigen M/soft 365, Altaro backup	544.32	90.72	453.60
Secret Garden Café Made In Otley Event	600.00	100.00	500.00
Otley Bid Business Awards 2026	750.00		750.00
David Bryant Awards for Made In Otley	1520.00		1520.00
YLCA Advert EO	38.25		20.00
YLCA Handover Webinar	0.00		18.25
Otley Camera Club Grant	690.00		690.00
B & M Waste Collection Feb	52.08	8.68	43.40
Leeds CC Advert Project Officer	90.00	15.00	75.00
L Garratt Office Cleaning March	180.00		180.00
WYPF Admin Pensions March	2797.81		2797.81
PAYE Admin March	5015.25		3549.46
PAYE Toilet Staff March	0.00		1392.90
PAYE Street Cleansing March	0.00		72.89
Admin Salaries March	10156.97		10156.97
Toilet Staff Salaries March	4716.08		4716.08
Street Cleaning Salary March	699.40		699.40
	53443.69	**2197.68**	**51246.01**

ALLOTMENTS

DETAIL	**GROSS**	**VAT**	**NET**
Admin Charge			
Burnett/Williams Mtce	5000.00		5000.00
Bank Charges	150.00		150.00
Treesaw Ings Tree Removal	13.20		13.20
	1908.00	318.00	1590.00
	7071.20	**318.00**	**6753.20**

To: All Members of the Town Council

Accounts Paid **Apr-26**

General Accounts

DETAIL	GROSS	VAT	NET
Security Plus Cash Collection	142.06	23.68	118.38
Leeds CC CIL	177.50		177.50
Leeds Rates	838.00		838.00
AJ Gallagher Insurance	11263.97		11263.97
IPW Elec	192.00		192.00
PSDF Deposit	25000.00		25000.00
Adobe Acropro	19.97		19.97
Burnett/Williams Asset Inspec	120.00		120.00
PSDF Deposit	24000.00		24000.00
YWA-Toilets	658.00		658.00
PSDF Deposit	23000.00		23000.00
On Screen Web Support	250.00		250.00
PSDF Deposit	20000.00		20000.00
Cash	100.00		100.00
Croner HR Apr	265.75	42.22	223.53
PSDF Deposit	25000.00		25000.00
PSDF Deposit	24000.00		24000.00
Signrequest Digital Signature	9.41		9.41
NSALG M/Ship	84.00	14.00	70.00
PSDF Deposit	23000.00		23000.00
PSDF Deposit	22000.00		22000.00
CBS Copier 19/2-19/3	110.64	18.44	92.20
PSDF Deposit	20000.00		20000.00
Zoom Renewal	167.88	27.98	139.90
CBS Phone System	202.22	33.70	168.52
PSDF Deposit	26000.00		26000.00
EDF Unit 11 March	452.88	75.48	377.40
EDF Toilets March	541.31	90.22	451.09
Marshall Window Cleaning	20.00		20.00
PSDF Deposit	25000.00		25000.00
Endure PR Mar	2202.00		1050.00
Endure BIO Mar	0.00		132.00
Endure Otley 800 Mar	0.00		1020.00
PSDF Deposit	24000.00		24000.00
PSDF Deposit	23000.00		23000.00
PSDF Deposit	22000.00		22000.00
Vodafone Mobiles Mar	27.60	4.60	23.00
Altrigen M/soft 365, Altaro backup	544.32	90.72	453.60
PSDF Deposit	20000.00		20000.00
Leeds CC CIL	90.00		90.00
Rialtas Software Renewal	614.40	102.40	512.00
Linetop W/meadow Monitors	2886.60	481.10	2405.50

PSDF Deposit	25000.00		25000.00
Bank Charges	26.12		26.12
B & M Waste Collection	52.08	8.68	43.40
L Garratt Office Cleaning Apr	180.00		180.00
Admin Salaries Apr	9711.53		9711.53
Toilet Staff Salaries Apr	2913.77		2913.77
Street Cleansing Apr	699.40		699.40
	406563.41	**1013.22**	**405550.19**

ALLOTMENTS

DETAIL	**GROSS**	**VAT**	**NET**
Burnett/Williams	594.30		594.30
Rent Refund Barlow	66.50		66.50
Bank Charges	7.40		7.40
	668.20	**0.00**	**668.20**

The Outturn report is attached.

Resolved: **that the accounts paid and Outturn report be approved**

35. Standing Orders and Financial Regulations

Resolved: **to approve the Standing Orders and Financial Regulations**

36. Christmas Lights Report

Members received a report from the Chair of the Trade & Tourism Committee.

Resolved: **that the Policy & Resources Committee will:**
1. Continue with the current ‘bright white’ theme for the duration of any new contract with Leeds Lights (or the next three years)

2. Commission Leeds Lights Ltd to upgrade the remaining fifty control boxes to Part Night Mini-Cell at a cost of £20,000
3. Commission Leeds Lights Ltd to upgrade the remaining thirty-nine motifs to Neon at a cost of £4,680
4. Commission Leeds Lights to provide the lighting sets agreed for Tittybottle Park, HSBC Corner, Otley 800 and Billams Hill at an estimated cost of £16,176
5. Commit to rent the items identified, which includes retaining the upgrades made in the Market Place in 2025 – from Leeds Lights for a one-off cost of £20,362 in 2026 and authorise Councillor Carter and a responsible Officer to explore a two or three year arrangement and maintenance contract to hedge against inflation, and bring a proposal to Council
6. Fund the purchase of control boxes, upgrade of motifs and purchase of additional light sets from general reserves to the amount of £40,856
7. Deploy the upgrades in time for Christmas 2026
8. Authorise Councillor Carter and a responsible Officer to negotiate the contents of any new Service Level Agreement and bring a proposal to Council
9. Identify the Christmas Lights correctly in the Asset Register and create a separate budget line for the Christmas Lights in the accounts which will include an allowance for electricity use outside the festive period
10. Include the Christmas Lights in the annual Asset Maintenance plan and set aside an amount each year in a sinking funding to maintain and repair these assets which will be agreed by the Chair of the Assets Committee

37. Town Twinning

Chair said that she had contacted Leeds City Council Highways to seek permission for signage on the entrances to the town, a response is awaited.

Resolved: **to receive a report from the Chair at the next meeting of the Policy & Resources Committee on the costs and design options for Town Twinning signs at the entrances to the town**

38. Otley 800

Cllr Carter advised that the Heritage Lottery Grant application has now been submitted and acknowledged the significant and invaluable efforts contributed by numerous individuals.

A response has been provided to the UK Town of Culture Bid following their request for information on how the Town Council would support the grant.

39. Exclusion of Press and Public

Resolved: **that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph**

40. Grant Application

Members considered the request for further funding from Otley Table Tennis Club.

Resolved: **to ask the applicant to submit a further application for funding for consideration at the next meeting of the Community Development Committee. This is consistent with the previous resolution, will allow the applicant to provide fuller detail on the club's growth, and will**

enable the Committee to properly assess the application
2.Following receipt of a further grant application an Extraordinary meeting of the Community Development Committee will be arranged

41. Staffing Update

Chair gave an update on the recruitment of the Executive Officer.

42. Agenda Items for next meeting

Resolved: **it was noted that Members should contact the Executive Officer for matters for inclusion on the agenda of the next meeting**

43. Next Meeting

Resolved: **The next meeting of the Policy & Resources Committee was confirmed as the 20th July 2026**

Chair …………………………………………………..