

Otley Town Council

Meeting:	Policy & Resources
Date:	20 th July 2026
Venue:	Otley Core Resource Centre, Orchard Gate, Otley
Committee Members Present:	Cllr P Robinson (Chair) Cllrs M Bradley, J Allen, G Dibble, P Carter, S Stepan, L Hoare, R Smith, S Hughes, C A Campbell, R Davies, N Gill
In Attendance:	Mrs N Woodward (Interim Deputy Clerk) Mrs E Bradley (Admin Officer) Ian Lawson and Francesca Gains (Friends of Otley Lido)
Apologies:	It was resolved to accept the following apologies: Cllrs S Thomson, R Hughes, T Featherstone

85. Declarations of Interest

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

86. Minutes for approval

Resolved: the minutes of the Policy & Resources Committee of 8th June 2026 were approved for accuracy and signed by the Chair

87. Otley Lido

This item was moved up the agenda.

Ian and Francesca presented an update on the proposed lido project to the Council, outlining plans for a multi-purpose community site that combines both outdoor and indoor facilities. The proposal centres on an outdoor pool operating for around 7–8 months of the year, supported by an indoor space that can be used year-round. Plans include a public café and toilet facilities, helping to increase year-round use of the park. The project team is committed to supporting the Bowls Club and ensuring its long-term future however, there are challenges around the amount of land currently used by the club and its storage requirements.

The project has received positive feedback from Leeds City Council and support from local politicians, including Katie White and local ward councillors. The group is due to meet with the Heritage Lottery Fund and Yorkshire Water regarding funding. Lessons learned from the Otley Common project suggest there are additional smaller funding opportunities available.

Councillors welcomed the project's development since previous presentations and praised its broader vision. Ian asked whether support for the lido could be strengthened through the current Neighbourhood Plan review.

Chair thanked them for their attendance and update.

88. Accounts Paid & Outturn Report

To: All Members of the Town Council

Accounts Paid		May-26	
General Accounts			
DETAIL	GROSS	VAT	NET
Security Plus Cash Collection	94.70	15.78	78.92
Leeds CC Rates	840.00		840.00
PSDF Deposit	24000.00		24000.00
PSDF Deposit	23000.00		23000.00
PSDF Deposit	22000.00		22000.00
Cash	100.00		100.00

Croner HR May	265.75	42.22	223.53
Burnett/Williams Asset Inspec	307.49		307.49
K Halliday 800 Bid	3750.00		3750.00
Adobe Acropro	19.97		19.97
YWA Toilets	658.00		658.00
BMAC Cash	20.00		20.00
On Screen Web support	250.00		250.00
Otley Courthouse Green Fair	15.00	2.5	12.50
YWA Toilets 30/1-29/4	223.01		223.01
WYPF Pensions April	2625.44		2625.44
Otley Common	22000.00		22000.00
PAYE Admin Apr	3706.46		3077.58
PAYE Toilet Staff Apr	0.00		555.99
PAYE Street Cleansing Apr	0.00		72.89
Signrequest Digital signature	9.37		9.37
Smartest Energy 1/3-30/4	97.01	4.62	92.39
TWC Toilet Consumables	512.21	85.37	426.84
CBS Copier 20/4-19/5	110.64	18.44	92.20
Amazon Door Bolts	9.19	1.53	7.66
EDF Energy Unit 11 Apr	395.09	65.85	329.24
EDF Energy Toilets Apr	407.83	67.97	339.86
People & Places Car parking study	3300.00	550	2750.00
CBS Phone System	199.74	33.29	166.45
Etsy Planters	199.95		199.95
Marshall Windows	20.00		20.00
IAS Yorks Internal Auditors	500.00		500.00
Vodafone Mobiles May	27.60	4.6	23.00
Altrigen Mtce May-Jul	1036.32	172.72	410.00
Altrigen M/soft 365, Altaro backup	0.00		453.60
Catapult Otley Matters	2916.50		2916.50
Bank Charges	22.40		22.40
L Garratt Office Cleaning May	225.23		225.23
Admin Salaries May	7839.26		7839.26
Toilet Staff Salaries May	3117.30		3117.30
Street Cleansing Salary May	699.40		699.40
	125520.86	1064.89	124455.97

ALLOTMENTS

DETAIL	GROSS	VAT	NET
Burnett/Williams Mtce	885.9		885.9
YWA Station Rd 30/1-29/4	23.45		23.45
Sowdens-Water pipe repair	102.00	17.00	85.00
YWA Myers Croft 30/1-29/4	554.14		554.14

YWA Pool Rd 16/2-15/5	30.06		30.06
YWA Pool Rd 16/2-15/5	54.41		54.41
YWA Pool Rd 16/2-15/5	85.39		85.39
YWA Ings Lane 16/2-15/5	89.82		89.82
YWA Burras 16/2-15/5	94.24		94.24
YWA East Busk 16/2-15/5	167.28		167.28
YWA Riverdale 16/2-15/5	863.27		863.27
	2949.96	17.00	2932.96

To: All Members of the Town Council

Accounts Paid Jun-26
General Accounts

DETAIL	GROSS	VAT	NET
B & M Waste Collection Apr	85.82	14.30	71.52
Security Plus Cash collection	99.44	16.57	82.87
BNP Paribas-Copier	600.00	100.00	500.00
Leeds CC Rates	840.00		840.00
TWC Toilet Mini Rolls	84.30	14.05	70.25
Orchard Gate Ltd - Rent	6855.00	1142.50	5000.00
Orchard Gate Ltd - Serv Chg	0.00		712.50
YPO-Office Consumables	147.85	24.64	63.84
YPO-Toilet Consumables	0.00		59.37
DVSA-Bus Permits	55.00		55.00
PAYE-Admin Apr u/paid	200.00		200.00
Endure-PR Apr	2155.00		1050.00
Endure BIO Apr	0.00		132.00
Endure Otlet 800	0.00		900.00
Endure Classifieds Subscrip	0.00		73.00
Croner HR June	265.75	42.22	223.53
Canva-Subscription for Teams	99.99	16.66	83.33
YLCA M/ship Apr-March	1940.00		1940.00
Treesaw-G/hill Mtce	384.00	64.00	320.00
Adobe Acropro	19.97		19.97
YWA Toilets	658.00		658.00
My Charity Boxes-Mayor	26.39	4.40	21.99
Smartest Energy-Clock May	49.31	2.35	46.96
On Screen Web Support	250.00		250.00
WYPF-Admin Pension May	2116.88		2116.88
Signrequest Digital signature	9.33		9.33
EDF Unit 11 May	141.58	6.74	134.84
Etsy Planters	143.97		143.97

Grenkeleasing - Copier	387.84	64.64	323.20
Etsy Planters	176.97		176.97
PAYE Admin May	3356.70		2695.96
PAYE Toilet Staff May	0.00		587.85
PAYE Street Cleansing May	0.00		72.89
CBS Copier	110.64	18.44	92.20
Lance Monkman/Opti Training	500.00		500.00
Endure PR May	2082.00		1050.00
Endure BIO May	0.00		132.00
Endure Otley 800	0.00		900.00
EDF Toilet May	386.14	64.36	321.78
Health Matters H&S Training	234.00	39.00	195.00
CBS Call Charges	31.54	5.26	26.28
Etsy Planters	39.99		39.99
Convenience Hire	432.00	72.00	360.00
Bank Charges	27.71		27.71
Vodafone Mobiles June	27.60	4.60	23.00
Marshall Window Cleaner	20.00		20.00
Burnett/Williams Asset Inspec	37.50		37.50
YWA Unit 11 9/2-8/5	75.91		75.91
Pindar-Otley Maps updates	150.00	25.00	125.00
Altrigen M/soft 365, Altaro backup	544.32	90.72	453.60
Butterworth Spengl-Bike Ins	1678.14		1678.14
YLCA Projects Webinar	95.20		75.20
YLCA EO Advert	0.00		20.00
T.Ford Town Cryer	1000.00		1000.00
PWLB-Welfare Centre	4906.06		4906.06
Cash	150.00		150.00
B & M Waste Collection-May	57.22	9.54	47.68
Mayors Allowance	150.00		150.00
L Garratt Office Cleaning June	210.00		210.00
Admin Salaries June	8844.56		8844.56
Toilet Staff Salaries June	3439.70		3439.70
Street Cleansing Salary June	699.40		699.40
	47078.72	1841.99	45236.73

ALLOTMENTS

DETAIL	GROSS	VAT	NET
Bank Charges	6.50		6.50
YWA Myers Croft Survey	164.68		164.68
Burnett/Williams Mtce	690.00		690.00
	861.18		861.18

The Outturn report is attached.

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

89. Town Twinning

Chair reported that she had received a positive response from Jonathan Waters at Leeds City Council Highways regarding the installation of Town Twinning signs at the entrances to the town. The estimated initial cost of the signs is approximately £6,000.

Members agreed that suitable locations for the signs should be identified before progressing further. Cllrs P Carter and R Davies agreed to review potential sites and report back.

Chair will respond to Leeds City Council Highways to confirm that the Town Council will develop a more detailed specification for the signs.

90. Otley in Bloom

Resolved: **to increase funding for Otley in Bloom to £3,000 with the additional £1,000 being met from General Reserves in the current financial year and a £3000 budget incorporated into the Council's budget for future years**

91. Christmas Lights

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

Members considered the Leeds Lights Hire & Installation Agreement.

Members discussed whether to insure the rented and purchased lights or provide a written undertaking to cover the cost of any damages, that LCC

should provide specific dates for the installation and removal of the lights for insurance purposes and provide wording for dispute resolution.

- Resolved:**
- 1. That insurance be obtained to cover the cost of replacing any damaged lights, at an approximate annual cost of £300**
 - 2. that Icicle lights be purchased for installation on the Buttercross at a cost of £1,100. Funds to be taken from general reserves.**
 - 3. that a three-year fixed price contract be agreed with Leeds Lights**
 - 4. request for wording on dispute resolution**
 - 5. to ask Leeds Lights to provide specific dates on when the rented items will be installed and taken down for insurance purposes**

92. Christmas Lights Switch-on Event

The Projects Officer's report is attached. Committee thanked Pippa for her report.

- Resolved:**
- 1. to defer the move of the Christmas Lights Switch On to Sunday until 2027**
 - 2. to agree a date of Monday 23 November 2026 for this year's Switch On**
 - 3. To allow the Projects Officer to explore the partnerships outlined in her report and purchase the branded merchandise**
 - 4. To allow Let's Light Up Otley to run a mulled wine stall**
 - 5. To ask for a donation to Let's Light Up Otley from commercial stall holders at the event.**

93. Grants

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 item 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 specified against the item

Resolved: that grants be awarded in the following amounts:

1. Otley Pub Club	£556.08
2. Otley Table Tennis Club	£750

94. 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

95. Next Meeting

Resolved: The next meeting of the Policy & Resources Committee was confirmed as the 21st September 2026

Chair