

NORTON ON DERWENT TOWN COUNCIL

NOTICE OF A MEETING OF THE COUNCIL

You are hereby summoned to attend the meeting of Norton on Derwent Town Council on Monday 15th August 2022 at 6.30pm, in the Council Chamber, 84b Commercial Street, Norton, for the transaction of the following business.

AGENDA

1. Emergency Evacuation Procedure

The Chair to inform members and the public in attendance of the emergency evacuation procedure.

2. Apologies

To receive apologies for absence.

3. Public Session (15 minutes maximum, 3 minutes per speaker)

To allow members of the public, County Councillors and District Councillors to speak.

4. Declarations of Interest

To receive any declarations of interest not already declared under the Town Council's Code of Conduct or Member's Register of Disclosable Pecuniary Interests.

5. Minutes – For Resolution

To approve Minutes of the Meeting of Norton Town Council on the 18th July 2022.

6. Mayors Announcements

To inform members of their engagements as the Council's representative, and update members on ongoing projects affecting the Town.

7. Report of the Town Clerk

To update members on the officers activity.

8. Financial Report and Accounts – For Resolution

- a) To authorise payment of accounts,
- b) To receive the financial summary to 31st July 2022 (for information),
- c) To receive the bank reconciliation to 31st July 2022 (for information),

9. Planning Matters – For Resolution

To consider and make recommendations on applications for planning permission referred to the Town Council and receive decisions notified by Ryedale District Council.

10. Co-option Application Form – For Resolution

Members to review proposed application form for co-opting.

11. Council to go cashless – For Resolution

Members to consider the town council implementing card payment for allotment/garage rents and cemetery payments.

12. Christmas Planning – For Resolution

Members to consider options for Commercial Street to include Santa Fun Run and Lights Switch-on. Also to discuss an introduction of a Christmas tree, and areas where it could be sited.

13. Policy and Financial Regulations Review – For Resolution

Members to receive and approve the following document reviews;

- a) Recording of Meetings Policy,
- b) Grant Awarding Policy,
 - i. Grant Application Form,
- c) Publication Scheme Policy,

- d) Document Retention Policy,
- e) Freedom of Information Policy,
- f) Health and Safety Policy.

14. Allotment Committee – For Resolution

Further to the formation of the Allotment Holders Association, members to consider forming an allotment committee.

15. Grant – Norton Allotment Association – For Resolution

Members to approve grant of £2,500.00 to reopen the allotment shop.

Members to discuss the request by the allotment association to use the Norton Crest on their communication methods.

16. Allotment Rent Increase – For Resolution

Members to discuss the motion of rent increases in October 2023.

17. Council Honours Board – For Resolution

Members to receive costings to bring the chamber honours board of the existing Town Council noticeboard.

18. Town Council Noticeboard – For Resolution

Members to receive costings for the replacement of the existing Town Council noticeboard.

19. Staffing and Policy Committee – For Resolution

Members to approve the extension of the staffing committee remit to also cover policy reviews. Members to receive and agree the terms of reference for the staffing committee.

20. Former Civic Amenities Site Compound – For Resolution

Members to receive a report in connection with the tenancy at the former civic amenities site.

21. Correspondence – For Resolution

Members to receive two items of communication

- a) Email from a Norton resident concerning speeding vehicles on Beverley Road,
- b) Letter of apology from the offending graffiti culprit.

22. Representatives

To receive reports of representatives and consider appropriate action.

23. Members Questions

24. Clerk's Pension – For Resolution (Excluded Item)

25. Date of next Norton on Derwent Town Council Meeting

Monday 19th September 2022, 6.30pm at the Council Chamber, 84b Commercial Street, Norton

Stuart Rainsbury, Town Clerk to Norton on Derwent Town Council

Item 1

Fire Evacuation

In the event of an evacuation, please leave the building via the front door, make your way down the steps, turn right and assemble in the car park to the side of the Chamber.

Item 5

NORTON-ON-DERWENT TOWN COUNCIL

Minutes of the Meeting of the Town Council held in the Council Chamber,
Commercial Street, Norton-on-Derwent on Monday 18 July 2022 at 6.30pm.

PRESENT	Cllrs D Keal (Mayor), M Brampton (Deputy Mayor), L Burr MBE, I Conlan, P Farndale, D Lloyd-Williams, F Maietta, S Shaw, A Spencer, and H Spencer.
IN ATTENDANCE	S Rainsbury (Clerk), and T Hicks (Deputy Clerk)
APOLOGIES	Councillor R King

37. PUBLIC SESSION

Cllr Keane Duncan, Norton County Councillor and Cllr John Mackenzie, Ryedale District Council attended and gave an outline of ongoing anti-social behaviour in the Langton Road area of Norton. They explained that they had met with the Zoe Metcalf, Police, Fire, Crime Commissioner and were looking at ways of combatting such activities in the area. Cllr Mackenzie asked that if any local residents did report incidents to the police for them to send to him the incident number so this could be logged accordingly. Cllr Duncan went on to speak about the traffic, foot and cycle ways in the town and works being planned and underway.

Despite invitations sent to North Yorkshire Police to attend this meeting, sadly none were responded to and there was no representative in attendance.

38. MINUTES

RESOLVED – That the Minutes of the Town Council Meeting held on Monday, 20th June 2022 (Minutes 23 to 36 inclusive) be approved and signed as a correct record.

Proposed by Cllr D Keal, seconded by Cllr I Conlan. All other Members approved.

Under Minute 38, Cllr H Spencer asked that the minutes for the Extraordinary Meeting held on Monday 27th June be recorded by name of who voted for, against and abstained.

Proposed by Cllr M Brampton, seconded by Cllr D Keal. Those in favour of the motion were Cllrs M Brampton, D Keal, I Conlan, S Shaw, R King, D Lloyd-Williams, P Farndale. There were none against. Abstentions were Cllrs A Spencer and H Spencer.

39. SKATE PARK

Members to approve contractor, taking into account latest responses from King Ramps and A1 Ramps to quotation revision requests. Members discussed the quotations.

RESOLVED – The acceptance of the quotation supplied by King Ramps was proposed by Cllr I Conlan, seconded by Cllr L Burr MBE.

In favour; Cllrs I Conlan, L Burr MBE, D Keal, M Brampton, S Shaw, F Maietta Against; Cllrs D Lloyd-Williams, P Farndale, and H Spencer. Abstained; Cllr A Spencer.

Therefore, King Ramps to be appointed as contractor for the half pipe refurbishment and the additional wall ride.

40. NEIGHBOURHOOD PLAN

Members received report from Malton Town Council requesting amends be made to the Neighbourhood Plan. Cllr Pritchard from Malton Town Council presented the report.

RESOLVED

The motion was to withdraw the Neighbourhood Plan from Ryedale District Council and agree in principle the amendments. The motion to amend raised concern over the estimated £9,000.00 cost plus printing and officer's time as eight of the nine amendments were in Malton and therefore concluded that the costs should be heavily weighted in favour of Malton. MTC to raise this for resolution at their next town council meeting.

Proposed by Cllr M Brampton, seconded by Cllr D Keal.

For; Cllrs L Burr MBE, I Conlan, and S Shaw.

Against; Cllrs P Farndale, A Spencer, H Spence, and D Lloyd-Williams.

Abstained; Cllr F Maietta.

41. REPORT OF THE TOWN CLERK

- a) **Graffiti** – The police have identified the suspect relating to the skate park graffiti and numerous other tags around Norton and are building a case for court action. RDC have instructed clean up for most of the areas of vandalism.
- b) **Clerk Handover** – Ros Tierney has now left the council as of Friday 10th June and I wish her well in her retirement.
- c) **Community MAPS meeting** – These are an invaluable source of discussing and reporting issues within the town.
- d) **Community** – Attended 'Community Op' on Spring Beck Avenue (Ebor Chase) on Thursday 7th July with Police, Fire, Yorkshire Housing, RDC and met with residents due to ongoing anti-social issues.
- e) **ASB** – Ongoing issues in the Langton Road area which authorities are aware of and are tackling at present.
- f) **Community Culture Event** – Held an online planning meeting with RDC, NYCC, Yorkshire Baker, and NTC Members with a view of holding a community street food event in September 2022.

- g) **Website / Email** – Pleased to say that our website is now <https://www.norton-nderwent-tc.gov.uk/> and is still accessible via the old name also. We have been assigned Member and officer email addresses also, currently looking at issuing these in late July.

42. FINANCIAL MATTERS

Accounts for payment

R Yates	Vacuum Cleaner	149.99	BACS
R Yates	Bin Bags	5.40	BACS
Yorks. Int. Audit	Final Audit 2021/22	395.00	BACS
British Gas	Gas - Chamber	98.01	DD
British Gas	Elec - Chamber	30.39	DD
British Gas	Elec - Passageway	14.65	DD
British Gas	Elec - Cemetery	17.37	DD
BST Electrical	Skatepark power supply investigation	50.00	BACS
Campbells	Skatepark power May & June	264.00	BACS
Campbells	Cemetery supplies	16.20	BACS
Campbells	Cemetery supplies	30.96	BACS
YLCA	Councillor training	66.80	BACS
Rialtas	Alpha Financial Software	778.80	BACS
Keighley T C	Yorkshire Day tickets	110.00	BACS
Norton Hardware	Supplies	40.08	BACS
Direct Imaging	Printer Toner	16.62	BACS
Fitzwilliam Estates	Skatepark Rent quarterly	462.50	SO
YLCA	Councillor training	25.00	BACS
Ryedale Web Serv.	Website maintenance	180.00	BACS
Salaries	6 Staff members	5,796.38	BACS
Staff Expenses	Zoom & sundries	99.17	BACS
NY Pension Fund	Pension contributions	1,356.98	BACS
HMRC	NI & Tax contributions	1,908.47	BACS
Environmental Art	Skatepark security fencing hire	264.00	BACS
BT	Telephone & Broadband	70.72	DD
Mr N Nugent	Cemetery Plot (3380) Refund	385.00	BACS
Chris Bringham	Window Cleaning	17.00	BACS
RDC	Business Rates (Chamber)	339.00	DD
RDC	Business Rates (Cemetery)	220.00	DD
BATA	Supplies (Cemetery)	202.21	BACS
Steam & Moorland	Strimmer purchase (Cemetery)	230.28	BACS
	Total	<u>13,640.98</u>	

RESOLVED - That thirty two accounts be approved for payment.

Proposed by Cllr D Keal, seconded by Cllr M Brampton. All other members approved.

43. PLANNING MATTERS

22/00568/HOUSE Erection of single-storey rear extension with roof lantern following demolition of existing extension
 12 Vine Street Norton Malton North Yorkshire YO17 9JD

RESOLVED – Approved, subject to neighbor satisfaction.

22/00682/HOUSE

Erection of larger attached garage following demolition of existing attached garage

2 Park Grove Norton Malton North Yorkshire YO17 9ED

RESOLVED – Approved

22/00676/HOUSE

Erection of extension to detached garage to form a home office.

29 Welham Road Norton Malton North Yorkshire YO17 9DS

RESOLVED – Approved

22/00605/HOUSE Formation of a driveway and vehicular access to include dropped kerb to the front of the property to include removal of a section of boundary wall and erection of a new adjacent section of boundary wall.

40 Langton Road Norton Malton North Yorkshire YO17 9AD

RESOLVED – Approved, subject to adequate surface drainage.

44. REPRESENTATIVES

Members to discuss and appoint a representative for Malton Museum.

RESOLVED – Proposed by Cllr Shaw, seconded by Cllr Conlan. All other members agreed.

45. DATE FOR THE NEXT MEETING

Monday 15th August 2022, at 6.30pm, to be held at The Old Courthouse, 84b Commercial Street, Norton.

(Meeting closed at 9.00pm)

_____ (Chairman)

Item 7

Clerk's Report

CIL – I can confirm that the council have received a CIL payment of £3053.25 from the development by Rockcliffe Homes Ltd on Langton Road.

Grants – The annual grants scheme will commence on 1st September for local charities and groups to submit their applications, we will pursue advertising in the Gazette & Herald and The Handy Mag as well as noticeboards and social media.

Hedge Cutting – Due to the Bird Nesting Season (March to August) we have recently implemented a ban on hedge cutting during this time, hedge cutting will commence again from 1st September to 28th February.

Co-option – The deadline for expressions of interest is Friday 12th August. I will then issue the questions to potential councillors.

Vert Ramp – A grant for £50,000.00 from Ryedale District Council has been received, contract has been signed and King Ramps is due to commence work shortly.

Item 8a

Accounts for approval :-

<u>Company / Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Method</u>
Direct Imaging	Chamber - Printing costs (July)	135.69	BACS
BATA	Playground Supplies	50.83	BACS
Member Expenses	Yorkshire Day	55.40	BACS
Chris Brigham	Window Cleaning (qtr)	17.00	BACS
Business Stream	Cemetery - Water	21.24	DD
Business Stream	Chamber - Water	73.11	DD
Business Stream	Allotment (1st) - Water	95.21	DD
Business Stream	Allotment (2nd) - Water	118.32	DD
Business Stream	Allotment (Stores) - Water	8.92	DD
Business Stream	Allotment - Water	61.31	DD
R Yates	Playground Supplies	3.65	BACS
Streetscape	Playground Supplies	312.00	BACS
Streetscape	Playground Annual Safety Inspection	384.00	BACS
Ryedale Web Services	Email Addresses Annual Cost	210.00	BACS
EAZY Office Supplies	Whiteboards	82.63	BACS
Yorkshire Housing	Chamber Rent (July-Sept 2022)	1,711.32	BACS
TYKE 2000	Cemetery - Fuel	40.00	BACS
Malton T C	CCTV Connectivity (qtr)	372.00	BACS
Hopkinson & Sons	Cemetery - Strimmer	334.00	BACS
GMC	Chamber - Fire Alarm Service (qtr)	90.00	BACS
Direct Imaging	Chamber - Office Supplies	93.36	BACS
Direct Imaging	Chamber - Printing costs (June)	42.33	BACS
The Handy Mag	Co-option Advert	220.80	BACS
Coppins Systems	Chamber - IT Maintenance	65.00	BACS
British Gas	Passageway - Electric	14.62	DD

British Gas	Cemetery - Electric	17.56	DD
British Gas	Chamber - Electric	33.10	DD
British Gas	Chamber - Gas	43.03	DD
BT	Chamber - Telephone + Broadband	64.74	DD
Salaries	July - Salaries	6,040.68	BACS
Salaries	Final Salary addition	117.74	BACS
NY Pension Fund	July - Pension Employer Contribution	1,100.86	BACS
HMRC	July - NI	485.10	BACS
	<u>Total</u>	<u>12,515.55</u>	

Item 8b

See separate attachment

Item 8c

Date: 09/08/2022	Norton-On-Derwent Town Council	Page 1
Time: 10:57	Bank Reconciliation Statement as at 31/07/2022 for Cashbook 1 - Current Bank A/c	User: SR

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank A/c	31/07/2022		67,892.85
			<u>67,892.85</u>
Unpresented Cheques (Minus)		Amount	
30/06/2022 BACS RIALTAS BUSINESS SOLUTIONS		778.80	
30/06/2022 BACS RYEDALE WEB SERVICES		180.00	
			<u>958.80</u>
			66,934.05
Receipts not Banked/Cleared (Plus)			
31/07/2022		50,000.00	
31/07/2022		3,053.25	
			<u>53,053.25</u>
			119,987.30
		Balance per Cash Book is :-	120,108.30
		Difference Excluding Adjustments is :-	-121.00
Adjustments to Reconciliation			
31/03/2022 Unbanked cash		-121.00	
			<u>-121.00</u>
		Unreconciled Difference is :-	0.00

Item 9

Planning Matters

(a) To consider the following applications for planning permission referred to the Town Council by Ryedale District Council , for comment/recommendation:-

**22/00817/HOUSE Erection of two-storey extension to side elevation and porch to front elevation following demolition of existing conservatory
24 The Avenue Norton Malton North Yorkshire YO17 9EF**

**22/00867/HOUSE Erection of a detached open sided car port
104 Welham Road Norton Malton North Yorkshire YO17 9DS**

(b) To receive decisions notified by Ryedale District Council.

Approved

**22/00682/HOUSE Erection of larger attached garage following demolition of existing attached garage
2 Park Grove Norton Malton North Yorkshire YO17 9ED**

Item 10

NORTON-ON-DERWENT TOWN COUNCIL

Town Clerk: Mr. S Rainsbury

Tel: 01653 695348

Council Chamber and Office
The Old Courthouse
84B Commercial Street
Norton-on-Derwent
North Yorkshire YO17 9ES



Norton-upon-Derwent Town Council Co-option Application Form

Name:

Address:

Tel:

Email:

Are you over 18? Yes/No

1. Please briefly outline why you are interested in becoming a Town councillor.

2. Please provide information about yourself including; any skills and/or life experience that you could bring to the Council and whether there are any key areas in Norton which you feel as a council we should be addressing.

You are expected as a Town Councillor to attend most regular monthly meetings at the Council Offices, which are normally on the 3rd Monday of each month at 6.30pm, and to read the agenda and accompanying material beforehand. This will help you to follow proceedings, and take a fuller part in debates and votes. In addition, all town councillors are encouraged to become involved with community groups, or on the council's own working groups. Councillors may volunteer or be asked to prepare certain tasks or agenda items for the council meetings. A fuller [Good councillor Guide](#) is available by using the link and also now issued to all new councillors.

3. Councillors, like any group of people, will disagree with one another on many issues. In what ways do you see yourself handling this in a public meeting?
4. What role do you see for the public in a public council meeting? How do you think the council can engage with the public in a positive and inclusive way in the way the council is run?
5. Is there any other information you would like tell us about your application?

Use of Personal Information

Norton Town Council will use your information, including that which you provide on this application form, to assess your suitability to be a town councillor. Your name and The answers to the questions, though not your contact details, will be available for councillors to decide at a Town Council meeting, and will be published on the council website a week before the meeting.

Declaration & Consent

I have read the section entitled 'Use of Personal Information' and by signing this form I consent to the use and disclosure of my information included in this application form. I declare the information given on this form to be true and correct.

Signed:

Name:

Date:

**Please return this completed form, together with the completed Co-option Eligibility Form to:
Stuart Rainsbury, Norton Town Clerk, by email to clerk@norton-on-derwent-tc.gov.uk You can also put in the post or hand in to Norton-on-Derwent Town Council, The Old Court House, 84B Commercial Street, Norton, YO17 9ES. Phone:**

01653 695348 if you would like to speak to the clerk about any questions you may have about the process or this form.

Eligibility Form

1. In order to be eligible for co-option as a Norton Town Councillor, you must satisfy certain criteria. You must satisfy (a) and (b) below and at least one of the options (c) – (f). **Please tick which apply to you:**
 - a) I am 18 years of age or over; and
 - b) I am a British Citizen or a citizen of the Commonwealth or a citizen of any other member state of the European Union; and
 - c) I am registered as a local government elector for the town; or
 - d) I have, during the whole of the twelve months preceding the date of my co-option occupied, as owner or tenant, land or other premises in the town; or
 - e) My principal or only place of work during those twelve months has been in the town; or
 - f) I have, during the whole of those twelve months resided in the town or within 3 miles of it.
2. Please note that under Section 80 of the local Government Act 1972 a person is disqualified from being a town councillor if he/she:
 - Is employed by the town council or holds paid office (other than chairman, vice chairman or deputy chairman) under the town council (including joint boards or committees);
 - Is employed by an entity controlled by the town council;
 - Is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or a debt relief restrictions order or an interim debt relief restrictions order; or
 - Has within five years before the day of co-option, or since his/her co-option, been convicted in the UK, Channel islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or e) Is otherwise disqualified under Part III of the Representation of the People Act 1983 (relating to corrupt or illegal electoral practices and offences relating to donations) or the Audit Commission Act 1998.

Personal Information

The Town Council will use the information provided on this form to assess your eligibility to be a town councillor, and help choose between candidates if there is more candidates than there are vacancies.

Declaration & Consent

I, _____ hereby confirm that I am eligible for the vacancy of Norton on Derwent Town Council and I am not disqualified under s80 of the local Government Act 1972 from being a town councillor and that the information given on this form is true and correct. I have read the section entitled 'Use of Personal Information' and by signing this form, I consent to the use and disclosure of my information in this form.

Signature _____

Name _____

Date _____

Item 11

Proposal to stop accepting cash payments and steer towards Card and Bank Transfer transactions for Allotment and Garage rents and Cemetery Fees.

Options are: -

SumUp (preferred option)



Device Cost: £129.00

Monthly Cost: None

Transaction fee: 1.69% per transaction

Example: £30.00 Allotment Rent, £0.51 transaction fee, £29.49 to NTC.

Features: Chip & Pin and Contactless payment, built-in printer for receipts, mobile for out of office use.

Square



Device Cost: £149.00

Monthly Cost: None

Transaction fee: 1.75% per transaction

Example: £30.00 Allotment Rent, £0.53 transaction fee, £29.47 to NTC.

Features: Chip & Pin and Contactless payment, built-in printer for receipts, mobile for out of office use.

Zettle by PayPal



Device Cost: £238.00 (£149.00 Terminal) + £89.00 Printer Dock

Monthly Cost: None

Transaction fee: 1.75% per transaction

Example: £30.00 Allotment Rent, £0.53 transaction fee, £29.47 to NTC.

Features: Chip & Pin and Contactless payment, printer for receipts, mobile for out of office use.

Item 13a

POLICY FOR THE EFFECTIVE MANAGEMENT OF RECORDING AT LOCAL COUNCIL AND PARISH MEETINGS

The right to record, film and to broadcast meetings of Norton on Derwent Town Council, is established under the Openness of Local Government Regulations 2014. This is in addition to the rights of the press and public to attend such meetings.

Norton on Derwent Town Council is committed to being open and transparent in the way it conducts its decision making. For the purpose of this policy the term “record” means any form of audio, visual or electronic recording.

Those who attend a public meeting should expect to be filmed. This includes councillors, council officers and members of the public.

The rules that Norton on Derwent Town Council will apply are:

1. The Town Council will display requirements as to filming, recording and broadcasting at its meeting venues and on its website or on notice boards in the parish and those undertaking these activities will be deemed to have accepted them whether they have read them or not.
2. A copy of these rules will be provided to members of the public in attendance at a meeting of the Town Council. The Chairman may also verbally remind the meeting and all present of the freedom to record but that these rules are in place to enable any type of recording to take place with minimal disruption to the council meeting.
3. Any person wishing to record a meeting in any format whatsoever is encouraged to contact the Clerk prior to the start of the meeting. The Clerk’s details are set out in the public notice and agenda of the meeting; (or in his/her absence, the contact will be the Chairman of the Town Council meeting). Discussing requirements with the clerk beforehand will help to ensure that council provides reasonable facilities to meet the needs of the person that is recording.

4. The person making the recording may move around, however in doing so he/she must ensure that there is minimal or no disruption to the proceedings of the meeting.
5. A person or persons recording the Town Council meeting are reminded that the "Public Participation" period may not be part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period.
6. Where the press and public are excluded from a meeting or part of a meeting owing to the confidential nature of the business to be transacted, recording of that meeting or that part of the meeting will not be permitted.
7. The specific filming of children or young people under the age of 18 who are present cannot take place unless their parents/guardians have given their written consent. This provision also applies to vulnerable adults, whereby the consent of a responsible adult is required, ie a medical professional, carer or legal guardian. Where the permission is given, filming of these people can take place.
8. The council requests that all recording is overt (ie clearly visible to anyone at the meeting), but cannot compel those who are recording to do so.
9. The use of digital and social media recording tools, for example Twitter, blogging or audio recording are allowed as long as this type of recording is carried out in a non-disruptive way and only to the extent that it does not interfere with the ability of any person present to follow the debate.
10. A person or persons making a recording has no right to interrupt a Town Council meeting by asking questions or making comments for the purpose of the recording. The person recording has no right to ask councillors, officers or any members of the public who have been given permission to contribute orally to the meeting to repeat a statement for the purposes of the recording.
11. The Chairman of the meeting has absolute discretion to stop or suspend recording if, in his/her reasonable opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules/guidance.
12. Persons who are recording are requested not to leave their equipment unattended where possible, and are responsible for their equipment at all times
13. The recording and reporting on meetings of the Town Council, is subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act and the laws of libel and defamation. The council expects that the recording will not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Town Council meeting's values or in a way that ridicules or shows a lack of respect for those in the recording. The Town Council meeting would expect any recording in breach of these rules to be removed from public view. The Town Council will have no liability for material published by any other person unless it is itself undertaking the publication through its offices.
14. For the benefit for those who wish to record - where the recording device being used involves equipment which is larger than a smart phone, tablet or compact camera or if the person recording has other special requirements he/she is requested to please contact the clerk prior to the meeting so that reasonable arrangements can be made. The use of lighting for filming/flash photography will usually be allowed provided that it does not adversely impact on the ability of others present to view the meeting, or for reasons of health, whereby the council may require that such lighting is not used or is reduced to a level which does not adversely affect other people. The lighting should not cause any other form of disruption.
15. The Town Council may itself photograph, film, record or broadcast meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies. Where a council proposes to record all of its own meetings it will be bound by this policy.

16. Where a council proposes to record all of its own meetings, it will resolve how long such recordings will be kept and how members of the public may obtain copies. The Town Council will include the availability of such recordings within its Publication Scheme.
17. The Town Council is not liable for the actions of any person making a recording at a council meeting which identifies a member of the public or for any publication of that recording.
18. The minutes of a council meeting remain the statutory and legally binding formal record of council decisions.

Adopted 20th July 2015 – Ordinary Council Meeting

Minute Number 047

Review 15th August 2022, next review August 2025.

Item 13b

Grant Awarding Policy

March 2015

Please be aware that the Town Council budget for grant allocation is £5,000 per annum to be shared amongst the Norton on Derwent Community.

1. Groups within the town and parish can apply to the fund. Those outside the parish who can demonstrate direct benefit to the inhabitants will also be eligible to apply.
2. The Council will consider supporting both capital and revenue projects.
3. Groups will apply to the fund using the agreed application form.
4. Groups will be expected to supply accompanying documentation as detailed on the application form.
 - a. A copy of the most recent audited accounts.
 - b. Quotes for capital items and works over £500
 - c. For larger grants (applications over £2,500) a three year business plan will be required.
5. Grants may only be awarded to a group once per year. Unsuccessful applicants are encouraged to review their proposals and submit revised applications to the council.
6. All applications will be considered with regard to the financial stability of the groups and be judged on their own merits; particular attention will be given to the group clearly demonstrating the need for the project.
7. Where possible groups will be expected to contribute some of their own funds to the project although a set percentage has not been agreed.
8. Retrospective applications (ie for projects already completed) will be allowed. Council will adjudge at the time of application whether the project was urgent and also consider the financial situation of the group at the time.
9. Where partnership funding is being sourced, the council may consider awarding a grant but may choose not to release it until the partnership funding has been secured.
10. Should the entire grant not be used for the purpose specified then the balance should be returned to the Council.

11. By signing and returning the Application Form the signatory is agreeing to the above policy.

Review 15th August 2022, Next Review August 2025.

Item 13b(i)

NORTON ON DERWENT TOWN COUNCIL

Town Council Grant Scheme

Application form

Name of group:	
Main group contact: (full name and title)	
Position in group	
Address	
Telephone	
Email	
Provide a <ul style="list-style-type: none">• detailed description of the project• evidence of the need for your project,• and show who will benefit from it	
What are the full costs of the project (including VAT if applicable)	
Where is other funding for the project to come from? (Tell us the funder and the amount you expect from them)	Funder £..... Funder £.....

Please tell us the stage at which your other applications are at, ie just applied, awaiting outcome of application or funding confirmed.	
What contribution to these costs would you like from the Town Council?	£
Is this contribution for a specific element of the project?	
What is the structure of your organisation?	Informal group <input type="checkbox"/> Registered charity <input type="checkbox"/> Other <input type="checkbox"/> Please give details below

Supporting information checklist

Where relevant please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted).

	Tick to confirm enclosure
Copy of the most recent/audited accounts	
Quotes for capital items and works over £500	
Business plan for the next three years (applications over £2,500)	

Please return to:
 Stuart Rainsbury, Town Clerk, Norton on Derwent Town Council
 84b Commercial Street, Norton, YO17 9ES
 Tel: 01653 695348 email: Norton.tc@btconnect.com www.nortononderwent.co.uk

Review 15th August 2022, Next Review August 2025.

Item 13c

See separate attachment

Item 13d

Document Retention Policy

1. Introduction

1.1 In the course of carrying out its various functions and activities, the Council collects information from individuals and external organisations and generates a wide range of data/information which is recorded. These records can take many different forms.

- Letters received from third parties
- Copy letters which have been sent out
- File attendance notes
- Invoices
- Completed application forms
- Plans/drawings
- Financial records
- Registers
- Contracts/deeds
- E-mail communications, and any attachments
- Photographs
- Tape recordings

1.2 Many of the above documents can be retained as 'hard' paper records or in electronic form.

1.3 Retention of specific documents may be necessary to:

- Fulfil statutory or other regulatory requirements
- Evidence events/agreements in case of disputes
- Meet operational needs
- Ensure the preservation of documents of historic or other value

1.4 The untimely destruction of documents could cause the Council:

- Difficulty in defending litigious claims
- Operational problems
- Embarrassment
- Failure to comply with the Freedom of Information or Data Protection Acts

1.5 Conversely, the permanent retention of all documents is undesirable, and appropriate disposal is to be encouraged for the following reasons:

- There is a shortage of new storage space
- Disposal of existing storage space can free up space for more productive activities
- Indefinite retention of personal data may be unlawful
- Reduction of fire risk
- Decluttering can be psychologically beneficial

1.6 Modern day records management philosophy emphasises the importance of organisations having in place systems for the timely and secure disposal of documents / records that are no longer required for business purposes. Additionally the freedom of information act will make it important that the Council has clearly defined policies and procedures in place for disposing of records, and that these are well documented

2. Scope and Purpose

2.1 The purpose of this policy is to provide a corporate policy framework to govern decisions on whether a particular document (or set of documents) should either be:

- Retained – in what format and for what period, or
- Disposed of – if so when and by what method

3. Retention Period & Reasons

3.1 The retention periods for the different types of documentation and information held is set out in the table below, also the reason for retention given therein

3.2 In the event a decision is taken to dispose of a particular document or set of documents in accordance with the table below, consideration should be given to the method of disposal as set out below:

4. Method of Disposal

4.1 Disposal can be achieved by a range of processes:

- Confidential waste – i.e. making available for collection by a designated refuse collection service.
- Physical destruction on site – i.e. shredding paper records
- Deletion – where computer files are concerned
- Migration of document to external body

□

Retention of documents table for Norton on Derwent Town Council

Document	Minimum Retention Period	Reason
Minute books	Indefinite	Archive
Scale of fees and charges	6 years	Management
Receipt and payment account(s)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements, including deposit and savings accounts	Last completed audit year	Audit
Bank paying in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and Tenders	6 years	Limitation Act 1980 (as amended)

Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years	VAT

Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Timesheets	Last completed audit year	Audit
Wages books	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for Insurance against liability for employees	40 years from the date on which insurance commenced or was renewed	The Employer's Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)
For Recreation Grounds, Halls & Centres		
Application to hire	6 years	VAT
Lettings diaries	6 years	VAT
Copies of bills to hires	6 years	VAT
Record of tickets issued	6 years	VAT
For Allotments		
Register and Plans	Indefinite	Audit, Management
For Burial Grounds		
Register of fees collected	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI. 204)
Register of burials	Indefinite	Archives, LACO 1977 as above
Register of purchased graves	Indefinite	Archives, LACO 1977 as above
Register / plan of grave spaces	Indefinite	Archives, LACO 1977 as above
Register of memorials	Indefinite	Archives, LACO 1977 as above
Applications for interment	Indefinite	Archives, LACO 1977 as above
Applications for right to erect memorials	Indefinite	Archives, LACO 1977 as above
Disposal certificates	Indefinite	Archives, LACO 1977 as above

Copy certificates of grant of exclusive right of burial	Indefinite	Archives, LACO 1977 as above
For Planning Documentation		
Planning papers from District Authority	10 years	To allow effluxion of time for appeals, developments etc
Planning reference from planning papers	Indefinite	To create permanent record
Information from other bodies		
County Associations, NALC, SLCC, principal bodies	Undefined	For as long as is useful and relevant
Magazines and Journals	Undefined	For as long as is useful and relevant
Staffing		
Documentation relating to staff	No longer than is necessary for the purpose it was held – 6 months if a claim / proceedings etc	To comply with the Data Protection Act 1998

Review 15th August 2022, Next Review August 2025.

Item 13e

Freedom of Information Policy

This a statement of the Freedom of Information policy which has been adopted by Norton on Derwent Town Council.

The council's Freedom of Information policy sets out the arrangements under which information will be provided to applicants who request information in writing from Norton On Derwent Town Council under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

The council's Publication Scheme is available to view as a hard copy which is available from the town council office.

The Publication Scheme commits the council: to proactively publish or otherwise make available as a matter of routine information, including environmental information, which is held by the council or parish meeting and falls within the classes set out below

to specify the information which is held by the council or parish meeting and falls within the classes below

to proactively publish or otherwise make available as a matter of routine information in line with the statements contained within the scheme

to produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public

to review and update on a regular basis the information the council or parish meeting makes available under this scheme

to produce a schedule of any fees charged for access to information which is made proactively available

to make the publication scheme available to the public

Classes of Information:

who we are and what we do; what we spend and how we spend it; what our priorities are and how we are doing;

how we make decisions; our policies and procedures;

lists and registers; the services we offer.

The classes of information will not generally include:

information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act; information in draft form; information that is no longer readily available as it is contained in files which have been placed in archive storage or is difficult to access for similar reasons.

Charges which may be made for information published under the scheme - the publication scheme also contains standard paragraphs stating whether any information contained within the classes is subject to a charge.

Information falling outside the scope of the publication scheme -this will continue to be dealt separately under the charging regime set out in the Freedom of Information and Data protection (Appropriate Limit and Fees) Regulations 2004.

Procedure for applicants requesting information listed under Pickering Town Council's Publication Scheme.

1. Applications requesting information in the first instance should be in written form and signed by the applicant and send to the clerk to the council. Requests should include the applicant's name and address for a response.
2. Requests should include a clear statement of the information required (if the request is unclear the council may ask the applicant to be more specific which may cause delay in the council making a response)
3. A written signed request for information will be marked with the date of receipt and forwarded to the town clerk.
4. Where the information is reasonably accessible to the applicant via information within the council's Publication Scheme, the applicant will be directed to the Scheme.

5. The town clerk will advise the applicant within five working days whether the application is sufficiently clear to enable the provision of a full response or whether additional information is required.
6. The council will aim to respond to a request for information from an applicant under the above act and regulations within 20 working days.
7. An application for personal information will not be dealt with under this procedure but will be responded to in accordance with the terms of the General Data Protection Regulation. Personal information does not include information about a deceased person.
8. The council is not obliged to comply with repeated or vexatious requests.
9. If payment is required under the scale of charges the 20 day period restarts on receipt of the payment.
10. Certain information held by the council will be classified as exempt under the Freedom of Information Act. The act provides for both absolute and qualified exemptions and where information is absolutely exempt there is no obligation under the act to provide the requested information.
11. The council will review its Publication Scheme on a regular basis.

Review 15th August 2022, Next Review August 2025.

Item 13f

Norton on Derwent Town Council - Health & Safety Policy

Policy Aim

The aim of this Policy is to assist Norton on Derwent Town Council in providing a safe and healthy workplace and working environment for all its employees and to protect all other persons not employed by the Council, but who may be affected by their work activity.

Executive Summary

The Policy provides the framework by which the management of health and safety within the Council will be carried out, including the necessary arrangements and organisation. Good communication and competence throughout the organisation will be essential to the success of the Policy.

1. Policy Statement

The Council is committed to meeting its responsibilities to safeguard the health, safety and welfare of its employees, elected members, contractors, volunteers, agency staff and any other person who may be affected by its activities. To enable the Council to carry out these responsibilities it will, so far as is reasonably practicable, take steps to:

- Make the workplace safe and without risks to health where possible
- Ensure that plant and machinery are safe and that safe systems of work are set and followed
- Keep dust, fumes and noise under control
- Ensure that articles and substances are stored, moved and used safely
- Providing adequate welfare facilities
- Provide such information, instruction, training and supervision as is needed

- Provide free any protective clothing or equipment required by law and determined by suitable and sufficient risk assessments
- Report certain injuries, diseases and dangerous occurrences to the enforcing authority
- Provide adequate first aid facilities, and
- Consult with staff about matters affecting employees' health and safety

The Council delegates the main responsibility for health and safety to the Town Clerk, but in order for this policy to be successful, it is the personal responsibility of each employee, elected member, contractor, volunteer, and agency staff member to:

- Take reasonable care in carrying out their activities to minimise the risk to their own health, safety and welfare and that of their colleagues or others who may be affected by their actions
- Inform the Town Clerk immediately of any personal changes that may require additional support to be put in place
- Co-operate with management and colleagues in the carrying out of their duties to establish safe systems of work
- Bring to the attention of their line manager any hazards, dangerous practices, accidents or incidents of which they become aware.

Day to day responsibility for health and safety matters relating to the Cemetery rest with the Cemetery Manager position.

The allocation for safety matters and the particular arrangements that we will make to implement the policy are set out below. The policy will be kept up to date, particular as the organisation changes in nature and size. To ensure this, our policy and the way it is operated will be reviewed every two years and more frequently if legislation changes.

This Policy will be supplemented by further policies and procedures relating to work activities.

2. Organisation & Responsibilities

2.1 The Council

The Council shall ensure sure that sufficient budget is made available annually for the purposes of meeting Healthy and Safety Obligations.

The Council will monitor Healthy and Safety issues and compliance with this policy.

The Council will:

- Review accident and near miss incident data
- Receive and consider policies and procedures developed by the Town Clerk
- Receive and consider reports from the Town Clerk
- Assist in the development of safety rules
- Monitor and review health, safety and welfare training

2.2 Town Clerk

The Council has the ultimate responsibility for ensuring that the Council fulfils its legal responsibilities, that the Policy objectives are achieved and that effective management is in place to secure its implementation and review as appropriate. To these ends delegated authority is given to the Town Clerk to ensure the allocation of the resources necessary to maintain sound and efficient health and safety arrangements on an operational basis. The Town Clerk supported by the Cemetery Manager and Facilities Officer will:

- Ensure that staff accept and implement the requirements of the Councils healthy and safety policy
- Ensure that assets are maintained, repaired and operated in a safe manner
- Ensure that all risk assessments are undertaken and safe systems of work established, for all tasks and places of work and that the significant outcomes of the risk assessments are made known to employees and any other parties who may need to be made aware
- Ensure that all current and past risk assessments are stored using an appropriate format for recording the relevant risk assessments

- Ensure that risk assessments are reviewed regularly, or immediately after an accident/near miss incident or change in work process
- Ensure that authorised, qualified and competent people are assigned tasks and that appropriate safe systems of work are in place with consideration to any potentially vulnerable people (e.g., expectant and nursing mothers, young persons and persons with a disability) and any appropriate levels of supervision are provided
- Report and investigate accidents, near misses, ill health and incidents of violence or abuse to the Council □ Ensure that all employees accept their own health and safety responsibilities and that induction and training initiatives are developed which provide safe work practices considering hazardous operations, substances, machinery or equipment
- Ensure that appropriate personal protective equipment is made available (free of charge), suitable and worn as identified by the process of risk assessment, and that records are held of this equipment and it is replaced as required.
- Take appropriate action and ensure prompt attention on any representation submitted by any employee who has comments or concerns regarding health and safety
- Ensure that the fire procedures for the premises are adhered to in accordance with the evacuation policy □ Ensure that all Council vehicles and trailers under their management are inspected, tested and maintained in accordance with statutory and manufactures instructions.
- Ensure that premises are kept clear of obstacles with regular checks being made to ensure that fire exits, corridors, stairs, landings as well as walkways in the office building are kept clear at all times
- Identify training needs through the risk assessment and performance review processes
- Ensure that the Council's health and safety policy is available to all new and temporary employees and volunteers and that health and safety awareness is included in the Council's induction training.
- Maintain the corporate accident and near miss accident book, and
- Review accident and incident data to identify trends any appropriate remedial as necessary.

2.3 Employees/Councillors (where applicable)

All employees have a duty to take reasonable care of their own health and safety and that of others, and to co-operate with their manager on health and safety issues. All employees must ensure that they will: □ Carry out all work and tasks in the prescribed manner and follow any training, information and instruction provided

- Use equipment correctly at all times and not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare (for example firefighting equipment, protective guards or devices, personal protective equipment, warning signs, etc)
- Familiarise themselves with the Health and Safety policy, health and safety information any other documents provided for their safety
- Make themselves familiar with the Health and Safety policy, health and safety information any other documents provided for their safety
- Wear or use appropriate personal protective equipment as provided
- Report immediately to the Town Clerk all accidents, incidents, unsafe acts or damage including any "near misses"
- Cooperate in the investigation of accidents with the objective of introducing methods to prevent reoccurrence
- Report any of the following to the Town Clerk:
 - Incidents of any pain or discomfort arising out of the carrying out of their work activity o Any physical injury resulting from the carrying out of their work activity
 - Any incident of violence or abuse aimed at the employee
 - All cases where work equipment or personal safety equipment becomes defective
 - Take part in risk assessments, workplace inspections and audits when necessary Observe safe systems and methods of working at all times, avoiding taking short cuts which would entail unnecessary risks, and
 - Ensure that when driving while at work that they are fit to do so and drive in a safe and proper manner.

2.4 Contractors

Contractors will be reminded of all their legal obligations, including the reporting of accidents and near miss accidents. All contractors must take reasonable care to make sure that their employees and others are safe in and about their work, and competent to undertake the work required. To fulfil these obligations the contractor must provide:

- Competent employees and craftsmen who have received adequate training to enable them to safely perform the job
- Adequate supervision of untrained staff or young workers
- Safe plant, i.e., equipment and appliances in good working order
- Safe systems of work, and
- Adequate third party liability insurance as specified by any contract.

Any employees of the Council, who bring in a contractor to carry out works for or on behalf of the Council, are responsible for ensuring the contractor and any sub-contractors they may appoint, are competent to undertake the necessary works. They must also ensure that suitable systems are in place before the works start to ensure the contractor undertakes work, as per their own documented health and safety procedures, and that all works are carried out in a safe manner.

2.5 Agency Staff and Volunteers

Agency staff and volunteers will be reminded of their legal obligations, including the reporting of accidents and near miss incidents. All agencies and voluntary agencies (where involved) must ensure the individuals they appoint to work for us are competent to undertake the work required.

A copy of this Policy will be given to all staff.

Policy Approval - Monday 15th August 2022

Item 15

Norton Allotment Association Grant

The newly reformed allotment association on Eastfield Allotments has made good progress with restoring the allotment shop by removing all items from within, stripping back the flaking paint and made use of volunteer's time by repainting the walls, installation of a second hand front door and this has now started to create the much needed shop which also acts as a meeting hub for the leaseholders of the allotments, giving them chance to communicate with other allotment holders they would not necessarily see.

Council did agree to a grant in principal of £2,500.00 at the Council Meeting on Monday 20th June and the association has now supplied a breakdown of items, amongst others, they wish to purchase as follows: -

Compost, Grow Bags, Fertilizer, Seeds, Onion Sets, Potato Sets, Seedlings, Sprayers, Watering cans, Poultry manure pellets, Phostrogen/Tomorite, Garden canes, Netting, Fence posts, Seed Trays, Plant pots, Paraffin, Stationary and so on.

Two replacement window frames are also on their wish list to allow natural light into the shop.

I have had sight of their bank account which stands at £0.00.

Since their inception, income and expenditure received to date is as follows: -

Date	Incomings	Amount	Outgoings	Amount	Balance
20-Jun	Balance brought forward	52.26			52.26
26-Jun	Shop Sale	30			82.26
28-Jun	Shop Sale	20			102.26
10-Jul	BBQ Donations	50			152.26

20-Jul	Shop Sale	10			162.26
29-Jul	Shop Sale	10			172.26
05-Aug	Shop Sale	50			222.26
06-Aug	National Allotment Society Subscriptions*	57			289.26
06-Aug			National Allotment Society Subscriptions	106	183.26
06-Aug	Shop Sale	20			203.26

*More subscriptions yet to come in.

They have completed the necessary forms with the bank to change signatories over from Alan Lloyd who stepped down to the new committee.

The association are planning on opening the shop 10am to 2pm Saturday and Sunday, and then every day of the week for at least one hour.

Chair person is Steve Cass,

Treasurer is Sarah Mahon,

Secretary is Jane Cass,

Events Secretary is Harry Edwards.

The association have also asked if they can have permission from members to use the Norton on Derwent crest on their correspondence.

For resolution.

Item 17

Updating Honours Board

We have received two quotes to update the Chambers' Honours Board using gold leaf as has not been updated since 2011.



Quote 1

Sarah Jarman Art

I offer all aspects of traditional sign writing, including hand painted lettering, vehicle lining and coach painting, shop sign lettering, gold leaf work and honours board lettering. Existing logos you may have can be painted onto all manner of surfaces or I can make suggestions for effective layout and colour schemes of lettering on your project. I can paint interior and exterior mural artwork, as well as smaller scale artwork such as vehicle crests.

The cost would be £16 per line of name and date.

Sarah would carry out the work in the Chamber

Quote 2

Alpha Signs (Thirsk)

Established in 1986, Alpha Signs are a well-known business offering excellent service. Proprietor, Robin Gell has had over 30 years' experience of the Sign Business industry during which time the business has adapted to the many changing processes throughout the industry including computerisation and digital printing. These run alongside the many traditional services that Alpha Signs offer.

To guild with gold leaf £48.00 + vat per line (years & name)

Plus, courier costs

Quote 3

Paul Banks Signwriting (Bridlington)

No quote received.

Item 18

Norton on Derwent Chamber External Notice Board

The external notice board at the chamber has a perspex display and over time this has developed a frosty white bloom making it difficult to see through. We have tried different cleaning products to no avail. The perspex would be difficult to change out of the frame.

We have the following quotations for replacement. The Allotment Holders association would like notice boards at their newly opened shop. They have looked at our old ones and said they would be more than happy to take them as this will give them a good start for now and then can renew them later for better ones, so acquiring the new notice board satisfies both our needs and that of the Allotment Holders association.



Greenbarnes - AF30 2 bay Notice Board.

In Moss Green, Ral 6005. (The green will go with our crest colours)

Pinboard back, glazed fronts, spare set of keys.

£706.90, including delivery, plus VAT.



The Notice Board Company - Tradition 30 Notice Board.

Satin Silver.

Magnetic back board.

Pack of magnets and keys

£754.08 including delivery, plus VAT.

The officer recommendation is to acquire the Greenbarnes notice board. For member resolution.

Item 19

Terms of Reference for the Staffing and Policy Committee:

Adopted by resolution on Monday 15th August 2022.

Objective

- To provide effective and professional staff management of all matters related to the employees of the Town Council,
- To provide adoption recommendation and reviews of all council's policies.

Membership

- The committee shall comprise 4 or 5 Town Council members in total, □ A chair of the committee will be appointed from those members.

Quorum

- The quorum of the committee shall be 3 Town Council members.

In attendance

- Members and the Clerk and / or Deputy Clerk.

Meetings

- At least four times per annum, and as required,
- The Proper officer will 'call' the meeting and summon members to attend in accordance with standing orders,
- Public Notices of the meeting shall be given in accordance with the Council's Standing Orders.

Public Participation

- Meetings are not normally open to the public on the grounds that the agendas normally concern the conduct and terms of service of employees.

Minutes and Resolutions

- Minutes of all meetings will be recorded by the Clerk (or delegated) and circulated to all members of the committee and to all Full Council members,
- All resolutions and recommendations made to Full Council shall be recorded in the minutes of the appropriate meeting.

Accountability and Scope

- The Chair of the Staffing Committee is responsible for performing the annual appraisal of the senior officers and is the first point of contact for senior officers on staffing and employment policy issues,
- The Staffing Committee has delegated powers to act on behalf of the Council in relation to the defined terms of reference only; any recommendations outside the Staffing Committee's terms of reference shall be made to Full Council.

Delegated Powers – Staffing

- To consider and implement any changes which are required to comply with Employment Law, Health & Safety Law and Terms and Conditions of Service,
- To approve requests within the training budget for training requirements,
- To review job descriptions, person specifications and all contracts of employment for recommendation to Full Council for approval,
- To manage long term sickness and incidents at work in line with the council's agreed policies,

- To review employment policies/procedures for recommendation to Full Council for approval,
- To be responsible for the preparation and submission of budget proposals in respect of salaries and employees' training to full council,
- To review employees pay awards and increments for recommendation to Full Council for approval,
- To review staff pension arrangements for recommendation to Full Council for approval,
- To oversee any disciplinary investigation in line with the council's disciplinary procedures which includes appointing an investigator and deciding if any disciplinary action against the employee will or will not be taken,
- To oversee an employee's formal grievance(s) in line with the council's grievance procedures,
- To ensure that confidentiality is maintained over all staffing matters under the Data Protection Act 1998 and the Code of Conduct by all members of the council,
- To ensure that all staff have an annual appraisal with quantifiable and measurable objectives,
- To provide three Members, along with the clerk, to interview applicants for council employment,
- The Staffing Committee's Terms of Reference are to be reviewed every three years.

Delegated Powers – Policies

- Members to appraise the contents of new policies, make any necessary alterations, and recommend approval to Full Council through resolution for adoption,
- Members to review the contents of existing policies, make any necessary alterations, and recommend approval to Full Council through resolution for acceptance of the review undertaken.

Item 20

We have been approached by Mr Bayes who has a 1 year agreement with us to rent the former civic amenities site compound, copy below, for £500 per annum, to ask members if he can have a little more security of tenure, either by way of a 3 year or 5 year letting. The rent has not been reviewed since 2019 and members may wish to look at that as well as the increase in tenure.

The letting should be placed on formal terms and to this end, a formal lease in place. We have had previous work done by Pearson's and Ward. Their quote for a commercial lease is £1,000 + VAT. They are recommending a 6 year term with 3 year review and 3 year break clause. The rent has not been reviewed since 2019 and members may wish to look at that as well as the increase in tenure. To absorb the above cost into the rental would be £166 per annum (£1,000 divided by 6 years), taking the rental to £666 per annum just to break even, so our recommendation would be a figure of around £700 or £800 per annum.

For discussion and resolution.

NORTON ON DERWENT TOWN COUNCIL

RENTAL AGREEMENT – SKIP SITE COMPOUND ALLOTMENTS

To undertake to rent from the Town Council the enclosed compound formerly used as Norton Civic Amenity Site for such purposes associated with arboriculture contracting, such as the storing of timber and wood chip.

The Council NORTON ON DERWENT TOWN COUNCIL of the Old Courthouse,
84b Commercial Street, Norton, Malton, North Yorkshire, YO17 9ES

The Contractor BAYES TREE SERVICES of 66 Langley Drive, Norton, Malton,
North Yorkshire, YO17 9AB

AGREEMENT

1. CONTRACT TERM

1.1 The contract term shall commence on the 1 September 2019 for 1 year, and be reviewed hereafter on an annual basis.

2. SERVICE PROVISION

2.1 The contractor agrees to rent from the Town Council the enclosed area formerly used as the Norton Civic Amenity Site for such purposes associated with arboriculture contracting.

2.2 The Contractor agrees to carry out all repair and maintenance of the enclosed area and perimeter fence as required.

2.3 The Council agrees to ensure the area external to the entrance gates is kept clear of any parked cars, by the placing of 'No Parking' signs at various points around the entrance, so as to ensure clear access at all times.

3. PAYMENT

3.1 The Contractor agrees to pay the Council a sum of £500.00 per annum. To be reviewed annually.

3.2 The payment to be made in full at the start of the contract term 1st September.

4. INDEMNITY AND INSURANCE

4.1 The Contractor agrees to indemnify the Council against all actions, claims and costs relating to injury (including death) or loss of or damage to property, which arises from the Contractor's negligence except where attributable to the Council's own negligence or that of its servants or agents.

4.2 The Contractor shall maintain adequate insurance to cover the potential liability in 4.1 which shall be for a minimum of £5million in respect of any one occurrence.

5. STATUTORY REQUIREMENTS

5.1 The Contractor shall comply with all relevant legislation relating to Health and Safety.

6. SIGNED

For the Council.....

Print Name.....

For the Contractor.....

Print Name.....

Duly authorised signatories of the Council and the Contractor respectively.

Item 21a

Dear Tim & Stuart,

I am writing to you to try and get some help with an ongoing issue around speed and safety on the Beverley Road near the turning to Settrington.

My wife and I moved to Newstead Grange, Beverley Road last April with our 2 young children, one 2 yrs and one 1 month. Its the house just before the corner to Settrington, opposite the bridle path. We love the area, but we are finding the speed at which cars, and particularly motorbikes, coming down the road to be a real problem. The speed limit is set at 60mph, but some vehicles are coming past at well over that, closer to 100mph.

Considering there is a pedestrian path with no barrier down to Norton, I find it baffling that the powers that be see this as a safe speed limit. The problem is now so bad that we have stopped leaving the house by foot or bicycle and can only leave if we take the car, even for the short trip down to the local Tesco. This is obviously not ideal from a cost-of-living point of view or from a sustainability point of view. I would also like to add that there are a lot of horses in the area and I have seen cars and bikes overtaking the animals at crazy speeds, causing the horses to cry out. It is only a matter of time before there is a serious accident.

My ask is that you help us lobby North Yorkshire Council to lower the speed limit until some way past the Settrington turning so that we, and our children in the future, can walk or cycle to Norton and Malton in safety.

As a short term solution we desperately need some consistent speed limit enforcement measures, especially at weekends, to stop some of the speeding vehicles. who are making it impossible to step out of our gates without being fearful of our safety.

Do let me know if you need any more information or you need to have a call to discuss this email. I look forward to hearing from you in the future.

Kind regards,

Mr _____

Item 21b

COMMUNITY RESOLUTION DISPOSAL

This is not a criminal conviction



Occurrence No.
12220110839

Please tick appropriate box(es)

Please complete ALL sections in BLOCK CAPITALS

Date & time of incident and brief circumstances:

25.06.22 3.30am
Grazing on a ramp at
the Skelton Park

Complainant

Name: North Thurston Council DoB:

Address: Commercial St, North

Postcode:

Tel. No: 01653 675348 Male: Female:

I understand that once a Community Resolution has been delivered and complied with, the police will not take any additional action.

I consent to my personal details being made known to the offender: Yes: No:

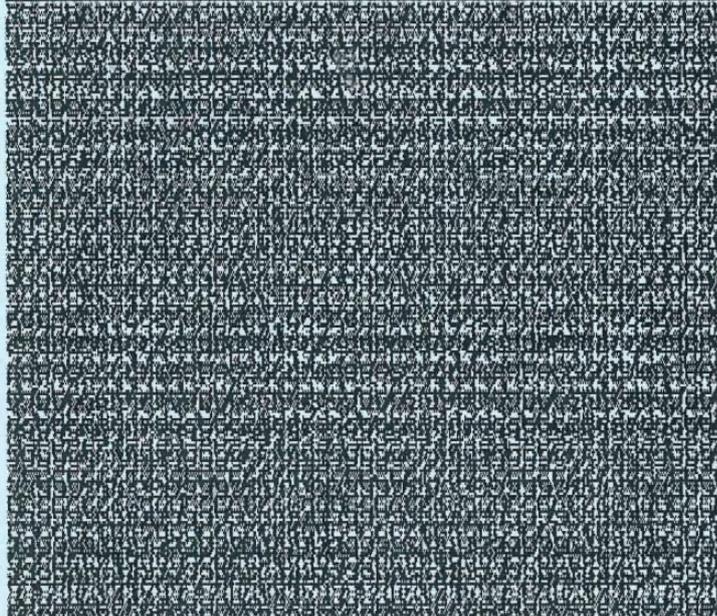
If 'No' Officer to ensure all personal details remain confidential.

Signature of Complainant: *[Signature]*

Signature of Appropriate Adult (if applicable): *[Signature]*

Date: 25-6-22 Time: 10:43 hrs

Offender



Community Remedy

Apology - VERBAL <input type="checkbox"/>	Compensation <input type="checkbox"/>	Address Behaviour <input type="checkbox"/>
Apology - WRITTEN <input checked="" type="checkbox"/>	Voluntary Work <input type="checkbox"/>	ABC <input type="checkbox"/>
Repair Damage <input type="checkbox"/>	Restorative Justice <input type="checkbox"/>	Financial <input type="checkbox"/>

Summary of Work Required or Remuneration Agreed

Written apology
Call on a ramp

I would like to say I'm sorry for what I did and want to apologise like that again

Item 22

Malton Museum – Report from NTC representative

Meeting at RDC

On Friday 22nd July I attended a meeting at RDC Offices. In attendance were Andrew Eastwood (Trustee), Margaret Shaw (Trustee), Ian Conlan (Mayor of Malton), Stephen Shaw (NTC Representative) and Esther Graham (RDC).

Following a letter from the Chair of Trustees to the CEO of Ryedale District Council a meeting was arranged with Esther Graham, an officer at RDC. The purpose of the meeting was to examine possible funding options or other means of support the District Council might offer. These included improvements in signage within the town and a higher degree of promotion on their web site.

The highest priority for the Trustees is to raise the profile of Malton Museum in the eyes of the Ryedale District Council Officers and Councillors. This follows failed bid for funding towards a Development Officer to help enable a move to a more central location in Malton. Museum feels that its value to the community of Ryedale is vastly underestimated within Ryedale District Council.

Malton Museum asked Esther Graham if a presentation to all Councillors by Malton Museum might be arranged at the next Full Council Meeting to improve awareness within the Council of what Malton Museum actually achieves across Ryedale already and how much it could improve with the right investment from RDC.

Esther agreed to pass on the request.

Roman Festival on Orchard Fields 24th July 2022

I attended the festival as a volunteer on the gate. The event was very well organised and many volunteers took part as stewards or giving demonstrations of Roman life and skills to the customers. There were also Roman Cavalry displays. It had been promoted nationally, was very well attended and safely delivered.

The Fitzwilliam Estate consented to the use of Orchard Fields provided adequate insurance cover was in place. RDC declined to give any financial support stating that the request for a supporting grant was too late in arriving and would have to be decided by councillors 'retrospectively' even though the request was received well before the event happened. This is disappointing since the event was promoting Malton and Norton's Roman heritage and attracting visitors. Everything RDC's Local Plan asks for.

The event was funded entirely by the museum and raised a small profit which will go in to museum reserves.

Meeting with Philip Crabtree (Chairperson Malton Museum)

On Friday 5th August I met with Philip Crabtree, the new Chairperson of Malton Museum Trustee Board. He brings with him much experience as former Chief Planning Officer for Leeds and as former Chairperson of Helmsley Walled Garden for three years.

We discussed at some length the need to develop good relationships and understanding between Malton Museum Trustees and volunteers and all the outside organisations that need to work together to guarantee Malton Museum's future and a move to a more central location. Ryedale District Council, Fitzwilliam Estate, Norton Town Council, Malton Town Council, Woodhams Stone Collection, Heritage Lottery Fund and The Arts Council all featured in our discussion.

We agreed that all those parties have to be made aware of all the outside educational activities that the museum undertakes to the benefit of the whole of Ryedale and as far as Scarborough and Leeds. They also have to be made aware of the potential for increased footfall the relocation of the museum offers. This, together with a wider display of artefacts relating to Norton's heritage if Woodhams Stone can be involved, points towards a bright future if all parties concerned cooperate with enthusiasm.

It was agreed that Malton Museum Trustee Board would take the lead in forging improved understanding.

Cllr Stephen Shaw

Item 24 (Excluded)