WETHERBY TOWN COUNCIL
MINUTES OF THE COUNCIL MEETING HELD AT 7pm TUESDAY 8th SEPTEMBER 2026 IN THE COURT ROOM, TOWN HALL, MARKET PLACE, WETHERBY, LS22 6NE

Present:

North Ward	**Cllr N Harrington**
	Cllr C Mulhall (Mayor & Chair)
West Ward	**Cllr W Coates**
	Cllr G Moss
	Cllr A Riddell
	Cllr E Smith
East Ward	**Cllr J Ciarrocca (formerly Lavocah)**
	Cllr D Roberts

In Attendance:

Town Clerk
Facilities Officer
Burials and Admin Officer,
Ward Councillor Stables
1 member of the public

Congratulations were given to Councillor Ciarrocca *(formerly known as Lavocah)* on her recent wedding.

87 26-27 Questions or comments from members of the public – None**.**

88 26-27 Reports from Ward Councillors

a) Councillor Alan Lamb – Not present.

b) Councillor Harrington reported on the following points:

- Current Leeds City Council (LCC) planning enforcement investigations into signage at the paper shop.
- Work is being undertaken on North Street to replace paving damaged by HGV's is ongoing.
- LCC will provide a schedule of weed control for overgrown ginnels and pathways.
- Highways & Road Traffic meeting and the PACT meeting have rearranged their meeting date to Tuesday 29th September.
- Starship are aiming to roll out food delivery robots in Wetherby, from October/November.
- On behalf of Councillor Lamb: Further activity has been reported at Rosedene Farm. Concerned departments/agencies have been informed.
- On behalf of Councillor Lamb: Groundwork is being laid for revitalisation of the One Stop Centre -Lots of work going on behind the scenes – condition surveys etc. The Clerk is awaiting a meeting date.
- Wetherby High School – Two residents have received dispensation from LCC to parking on the temporary double yellow lines outside Wetherby High School.
- Stockeld Development – the LCC Planning meeting on the Stockeld Development has been postponed until January/February 2027

following receipt of substantial reports from several agencies.

c) Councillor Stables reported on the following points:
- A structural survey on the bridge lights has found damage – new lights are to be put in their place on 21st September.
- Yorkshire Water are currently doing work in the Wilderness carpark.
- Expressed support for the re-use / refurbishment of the One-Stop building and would like to be involved in it.

89 26-27 **Declarations of interests and requests for dispensations** – None.

90 26-27 **Apologies.**
Following a proposal by Councillor Coates, seconded by Councillor Riddell, it was **RESOLVED** by a unanimous show of hands that apologies be received, and reasons for absence accepted, from Councillor Newcombe, Buckle, Bradley, Chapman, O'Byrne, Nicholson and Carr.

Apologies were also received from Ward Councillor Lamb.

91 26-27 **Minutes of Town Council meeting.**
Following a proposal by Councillor Roberts, seconded by Councillor Smith it was **RESOLVED** by a unanimous show of hands that the minutes of the Town Council meeting, held on 14th July be approved and signed as a true record.

92 26-27 **Matters arising from the minutes** - None
Councillor Stables left the meeting at 7:15pm.

93 26-27 **Mayor's report –** The Mayor reported on the 13 engagements that he had attended since the last meeting, including visiting with Leeds Rhino's and opening the Wetherby 10k. He is also participating the Great North Run on Sunday September 13th in aid of Martin House Charity.

94 26-27 **Clerk's update report –** The Town Clerk reported on the following items:
- The Thursday Market's Six Weeks of Summer event was a great success; lots of positive feedback has been received.
- Church on the Corner – Survey has been done, we are engaging with the builder to see how much can be done with the funds that have been allocated so far. It is making progress.
- Bonfire: Currently getting sponsorship / Christmas: to be discussed at Events committee on 15th September.
- Internal Auditor – Further to the previously agreed change of Internal Auditor to Mulberry Local Authority Services LTD *(Budgets & Governance Committee, item 13, 12.05.2026)*, the Clerk enquired if the council was inclined to enter into a 3-year contract at a fixed rate of £80 +VAT per hour for the contracted period, as it had in pervious years. Following a proposal by Councillor Coates, seconded by Councillor Riddle it was **RESOLVED** to enter into a 3-year contract.
- Publications in Now Magazine and the Executive Summary will resume in September.
- One-Stop update: Has begun initial discussions with LCC Officers. Councillor Riddle expressed that he would like to be involved with the One-Stop

upgrades. He thanked Councillor Harrington and Councillor Lamb for their work for bringing the One Stop back to life.

- Councillor Coates thanked the Clerk and staff for all their hard work during the Six Weeks of Summer events.

95 26-27 Mayor's Safer Community Fund – CCTV

The Mayor reported on prospect of the installing CCTV on the Town Hall. The council discussed whether a 360° view was required to cover the whole of Market Place. The council are looking at applying to the Mayor's Safer Community Fund, with the next application round starting from 8th November to 11th December. The Town Clerk to look at criteria for funding and report back to Full Council.

Following a proposal by Councillor Harrington, seconded by Councillor Smith it was **RESOLVED** that the CCTV agenda item be taken forward to the next Full Council meeting.

96 26-27 Communications Committee.

The Council considered the future of the Communications Committee. It was **NOTED** that the committee wasn't meeting often and that communications should be incorporated into the workings of each committee as a regular item of each committee's agenda.

Following a proposal by Councillor Moss, seconded by Councillor Mulhall, it was **RESOLVED** that the Communications Committee be disbanded and communications agenda item be added to each committee's agenda.

97 26-27 Events Committee – Working group notes.

The notes of the working group meeting held on the 21st July 2026 were **RECEIVED** and **NOTED** subject to Councillor Roberts attendance being amended as he was not in attendance at the meeting.

98 26-27 Events Committee – Terms of Reference.

a) Events Committee Budget

Although there has not been a budget for events previously, the events strategy needs some budget to make it work effectively, however the Council was of the mind that precept should not be used for this. The Town Council has taken on Christmas Light switch-on and Carol Concert from Wetherby Business Association and is looking at organising a literacy festival in 2027. Following a discussion, it was suggested that interest earned on CIL money in the Council's high interest account could be re-invested into events.

Following a proposal by Councillor Coates, seconded by Councillor Roberts it was **RESOLVED** that 10k be allocated as an events budget (under review) from the high interest-bearing account monies.

b) Terms of Reference.
The draft Terms of Reference for the newly formed Events Committee was circulated – superseding the now disbanded Welcome to Wetherby.

It was **NOTED** that the new terms state that non-councillor representatives cannot be appointed as members. However non-councillors may still attend meetings as members of the public.

Following a proposal by Councillor Harrington, seconded by Councillor Ciarrocca it was **RESOLVED** that the residents can still be invited to attend the Events Committee meetings.

99 26-27 Committee Representations.

a) Councillor representations on the Events Committee.
As per membership limit outlined in the Terms of Reference, six councillors may be elected annually for the Events Committee.

It was **RESOLVED** that Councillor Buckle, Roberts, Smith, Coates, and Ciarrocca join the committee. There is one space available for any Councillor who did not attend on the evening.

b) Other Committee representation
Councillor Roberts - requested to join the following committees:

- Events Committee
- Markets Committee
- Planning Committee

Following a proposal by Councillor Harrington, seconded by Councillor Moss it was **RESOLVED** Councillor Roberts join the afore mentioned committees.

100 26-27 Events Committee Governance - Chair.
Following a proposal by Councillor Mulhall, seconded by Councillor Riddle it was **RESOLVED** that Councillor Buckle be elected as Chair of the Events Committee.

101 26-27 Insurance.
The Council **RECEIVED** and **CONSIDERED** the Council's insurance policy for the 2026-2027 year. Renewed on 19th August. The main policy £11,664.00 will cover all events and there is an additional premium (£1372.00) for the bonfire, which includes weather cancellation fee.

Following a proposal by Councillor Riddle, seconded by Councillor Harrington it was **RESOLVED** by a unanimous show of hands to proceed with the insurance policy at a cost of £11,666.00 with the event insurance added at £1372.00.

102 26-27 Community Safety Response.
The Council **RECEIVED** information regarding an example Community Response Plan provided by West Yorkshire Prepared.
Councillor Mulhall to look at the information and draft a report for the following council meeting.

103 26-27 Financial Reports

***a)* List of payments (WTC)**

Due to the earlier Budgets and Governance meeting being inquorate, the council scrutinised a selection of payments for the period between the *13th August 2026 to 9th September 2026* and payments for the period between the *16th July 2026* to *12th August 2026 (August recess payments).*

2767	*£22.10*	*Yorkshire Gas and Power DD*	*Cemetery Power*
2841	*£750.00*	*Abbotts Memorials*	*Gravedigging*
2758	*£129.00*	*Kirby Building Merchants*	*Top Soil – Cemetery*

b) List of payments (Town Hall CIO)

Due to the earlier budgets and governance meeting being inquorate, the council scrutinised a selection of payments for the period between the *13th August 2026 to 9th September 2026* and a list of payments for the period between the *16th July 2026* to *13th August 2026 – August recess payments.*

1372	*£5980.00*	*Charles Walker Construction*	*Masonry works*
1382	*£78.00*	*Leeds City Council*	*Town hall rates*
1375	*£38.25*	*SecuriPlex Ltd*	*Alarm works*

The Council also scrutinised Income to Wetherby Town Council and Town Hall CIO:

575	*£105.68*	*Stephenson's Memorials*	*Additional inscriptions*
978	*£45.75*	*HTF Legal*	*Room hire*

Following a proposal by Councillor Ciarrocca, seconded by Councillor Harrington it was **RESOLVED** by a unanimous show of hands that the list of 120 Wetherby Town Council payments totalling £95,390.59 and 25 Wetherby Town Hall CIO payments totalling £21,026.31 be approved.

Following a proposal by Councillor Coates, seconded by Councillor Harrington it was **RESOLVED** by a unanimous show of hands that the list of Wetherby Town Council and Wetherby Town Hall income be approved.

***c)* NJC Salary Scales**

The Committee **NOTED** the National Joint Council for Local Government Services (NJC) has agreed new pay scales for 2026-27 have been approved. Following a proposal by Councillor Mulhall, seconded by Councillor Smith, it was **RESOLVED** that the new pay scales be applied to Wetherby Town Council Employees and backdated to April.

104 26-27 Budgets & Governance Committee – It was **RESOLVED** that the minutes of the Budgets & Governance Committee meeting held on the 14th July 2026, were **APPROVED**.

105 26-27 Planning Committee

Following a proposal by Councillor Moss, seconded by Councillor Roberts it was **RESOLVED** by a unanimous show of hands to defer the approval of the minutes of the planning committee meeting held on 21st July 2026 until the next full council meeting.

106 26-27 **Property Committee**
Following a proposal by Councillor Mulhall, seconded by Councillor Harrington it was **RESOLVED** by a unanimous show of hands to defer the approval of the minutes of the property committee meeting held on 28th July 2026 until the next appropriate meeting.

107 26-27 **Community Infrastructure Levy (CIL) Committee**
Following a proposal by Councillor Mulhall, seconded by Councillor Coates, it was **RESOLVED** by a unanimous show of hands, that the minutes of the meeting held on 9th June 2026 be **APPROVED** by committee members and **RECEIVED** by the council.

108 26-27 **Town Hall Management Committee**
Following a proposal by Councillor Coates, seconded by Councillor Smith, it was **RESOLVED** by a unanimous show of hands, that the minutes of the meeting held on 28th July 2026 be **APPROVED** by committee members and **RECEIVED** by the council.

109 26-27 **Police Matters –** Council received the following updates:

- Crime statistics in line with 2025 stats
- There is to be a push on anti-social behavior – Councillor Lamb is looking at a broader plan to see how Anti-social behavior is handled.
- PACT update information July & August 2026 – The Council received information

110 26-27 **Highways –** The Council **RECEIVED** information

111 26-27 **Correspondence –** for information only

a) **YLCA – Branch Merger.**
The Council **NOTED** that the Leeds Branch and the South Pennine Branch of the YLCA are merging. Wetherby Town Council to become part of the West Yorkshire Branch.

112 26-27 **Next meeting to be held on the 13th October 2026.**
Items for consideration at the next meeting to be sent the Town Clerk by the 6th October 2026.

Meeting was closed at 8.05pm
Minutes were recorded by the Burials & Administration Officer and prepared by the Burials & Administration Officer and Assistant Clerk.

SIGNED: ..... **(Chair)**

DATE: .....

APPENDIX 1
TC - LIST OF PAYMENTS

Paid Expenditure Transactions

Start of year 01/04/26

paid between 16/07/26 and 09/09/26

Payment Reference	Paid date	Tn no	Order no	Gross	Details		Heading
MultipayJul2026	16/07/26	2683		£123.60	Kirby Builders Merchants	Top Soil - Garden of Rest	5407
MultipayJul2026	16/07/26	2684		£10.04	Card Factory Plc	Retirement Decorations	4102
MultipayJul2026	16/07/26	2685		£57.19	Wm Morrisons Supermarkets Ltd	Refreshments - Retirement Gathering	4111
MultipayJul2026	16/07/26	2686		£39.00	Appleton's Butchers	Refreshments - Retirement Gathering	4111
MultipayJul2026	16/07/26	2687		£185.40	Kirby Builders Merchants	Top Soil - Garden of Rest	5407
MultipayJul2026	16/07/26	2690		£1.25	C A Johnson and Son	Milk	4111
MultipayJul2026	16/07/26	2691		£3.50	Marks and Spencer PLC	Privas Refreshments	5500
MultipayJul2026	16/07/26	2744		£1.95	C A Johnson and Son	Milk	4111
MultipayJul2026	16/07/26	2745		£2.50	C A Johnson and Son	Milk	4111
MultipayJul2026	16/07/26	2746		£12.00	Simply Delish Limited	Refreshments - Retirement Gathering	4111
MultipayJul2026	16/07/26	2747		£82.50	Marks and Spencer PLC	Privas Refreshments	5500
MultipayJul2026	16/07/26	2748		£41.00	Appleton's Butchers	Privas Refreshments	5500
MultipayJul2026	16/07/26	2749		£3.00	Lloyds Bank Plc	Bank Card Fee	4210
MultipayJul2026	16/07/26	2750		£26.40	Wm Morrisons Supermarkets Ltd	Privas Refreshments	5500
MultipayJul2026	16/07/26	2751		£6.76	Aldi Stores	Water - Market Traders	8887
DD44 7-26	16/07/26	2763		£130.71	Business Stream	Water - Depot	4305
SU5 7-26	17/07/26	2777		£5.98	SumUp Payments Limited	Card Fees Thursday Market 16/07/26	4212
FP45 7-26	22/07/26	2773		£250.00	Wetherby Arts Festival	Grant - Wetherby Arts Festival 2026	5506
SU9 7-26	24/07/26	2793		£7.26	SumUp Payments Limited	Card Fees Thursday Market 23/07/26	4212
DD48 7-26	27/07/26	2767		£22.10	Yorkshire Gas and Power	Cemetery Electricity	4309
DD47 7-26	27/07/26	2768		£16.63	Yorkshire Gas and Power	OMP Electricity	4309

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Start of year 01/04/26

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Payment Reference	Paid date	Tn no	Order no	Gross	Details		Heading
DD49 7-26	27/07/26	2769		£50.96	Yorkshire Gas and Power	Depot Electricity	4309
DD46 7-26	27/07/26	2782		£184.72	Vodafone	Mobile Phones - Burials, Caretaker,	4101
DD50 7-26	27/07/26	2783		£25.00	Business Stream	Water - Cemetery	4305
FP53 7-26	30/07/26	2770		£99.99	H. Briden Expenses	Canva Subscription 26-27	4104
DD51 7-26	30/07/26	2775		£76.34	Firstcom Europe Ltd	Telephone Services	4100
FP52 7-26	30/07/26	2780		£91.80	L. Tune Expenses	Staff Travel - Green Flag Awards	4029
DD54 7-26	31/07/26	2774		£74.64	Document Solutions UK Ltd	Printer Contract	4103
F55 7-26	31/07/26	2794		£15.85	Unity Trust Bank Plc	Service Charges	4210
SU11 7-26	31/07/26	2870		£6.28	SumUp Payments Limited	Card Fees Thursday Market 30/07/26	4212
DD5 8-26	03/08/26	2778		£25.92	Yorkshire Gas and Power	Bridge Lights Electricity	4309
DD6 8-26	03/08/26	2779		£17.96	Yorkshire Gas and Power	York Road Depot - Gas	4306
DD1 8-26	03/08/26	2795		£550.00	Leeds City Council	Rates - Depot	4307
DD2 8-26	03/08/26	2796		£301.00	Leeds City Council	Rates - Cemetery	4307
DD3 8-26	03/08/26	2797		£206.00	Leeds City Council	Rates - Market	4307
DD4 8-26	03/08/26	2798		£96.07	Telefonica UK Limited	Clerk & Property Mobile Phone Contr	4101
SU3 8-26	07/08/26	2872		£7.16	SumUp Payments Limited	Card Fees Thursday Market 06/08/26	4212
R5 8-26	11/08/26	2873		-£45.45	A1 Insurance Services Limited	Van Insurance - Refund	4315
FP11 8-26	12/08/26	2764		£40.00	Touchwood of Wetherby Ltd	Pump	4313
FP23 8-26	12/08/26	2765		£2,940.00	BK Growers Ltd	Bedding Plants	4711
FP24 8-26	12/08/26	2766		£3,935.40	Synergy Outdoors Ltd	Balance Bark Chippings - Scaur Bank	4700
FP19 8-26	12/08/26	2776		£2,400.80	Eibe Play Ltd	Sandringham Park Playground - Reten	5407
FP10 8-26	12/08/26	2781		£72.00	Yorkshire In Bloom	Yorkshire in Bloom Awards Tickets	4200
FP8 8-26	12/08/26	2784		£498.74	KT Motor Works Ltd	Van Maintenance	4317
FP20 8-26	12/08/26	2785		£79.20	EDGE IT Systems	Finance Training	4026
FP21 8-26	12/08/26	2787		£31.61	Class Office Equipment Ltd	Labels	4102
FP17 8-26	12/08/26	2790		£67.92	Amazon Business EU Sarl UK Branch	6 Weeks of Summer Supplies - Flower	5708
FP13 8-26	12/08/26	2791		£21.96	Amazon Business EU Sarl UK Branch	6 Weeks of Summer Supplies - Deck C	5708

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Start of year 01/04/26

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FP22 8-26	12/08/26	2792		£9.50	Amazon Business EU Sarl UK Branch	6 Weeks of Summer Supplies - Table	5708
FP16 8-26	12/08/26	2799		£8,941.14	HM Revenue & Customs (PAYE/NI)	NI & PAYE - Month 4	4001
FP12 8-26	12/08/26	2802		£3,084.06	West Yorkshire Pension Fund	Pension Contributions - August 2026	4002
FP7 8-26	12/08/26	2803		£16,235.71	Staff Salaries	Staff Salaries - August 2026	4000
FP15 8-26	12/08/26	2804		£2,412.00	Farm & Land Services Ltd	Cemetery Grasscutting, Treework & Grounds Maintenance	4301/2
FP14 8-26	12/08/26	2805		£1,618.80	Farm & Land Services Ltd	Grasscutting	4301/1
FP18 8-26	12/08/26	2806		£784.80	Farm & Land Services Ltd	Maintenance, Caretaking & Waste Removal	5211
FP9 8-26	12/08/26	2807		£1,158.00	Farm & Land Services Ltd	Grounds Maintenance - Sandringham Park	5211
R7 8-26	13/08/26	2800		-£4,003.05	Wetherby Town Hall - CIO	Town Hall Salary Recharges - July 2026	4000
DD25 8-26	13/08/26	2809		£653.42	Peninsula	H&S and HR Support	4204
DD26 8-26	13/08/26	2810		£173.40	FuelGenie Business Account	Van Fuel	4319
SU8 8-26	14/08/26	2875		£6.74	SumUp Payments Limited	Card Fees Thursday Market 13/08/26	4212
MultipayAug2026	17/08/26	2758		£129.00	Kirby Builders Merchants	Top Soil - Cemetery	4310/2
MultipayAug2026	17/08/26	2759		£1.95	C A Johnson and Son	Milk	4111
MultipayAug2026	17/08/26	2761		£173.90	Costco Wholesale UK Limited	Games - 6 Weeks Activities Event	5708
MultipayAug2026	17/08/26	2762		£1.75	Sainsbury's Supermarkets Ltd	Milk	4111
MultipayAug2026	17/08/26	2771		£8.15	Wm Morrisons Supermarkets Ltd	Refreshments for Hirer	4111
MultipayAug2026	17/08/26	2786		£65.00	Wickes Group Plc	6 Weeks Activities Event Supplies -	5708
MultipayAug2026	17/08/26	2788		£14.02	Yorkshire Trading Company	6 Weeks Activities Event Supplies	5708
MultipayAug2026	17/08/26	2789		£34.36	Aldi Stores	6 Weeks Activities Event Supplies & Milk	5708
DD27 8-26	17/08/26	2811		£202.80	PCM Systems Ltd	IT Support	4104
MultipayAug2026	17/08/26	2818		£3.00	Lloyds Bank Plc	Bank Card Fee	4210

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Start of year 01/04/26

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Payment Reference	Paid date	Tn no	Order no	Gross	Details		Heading
FP29 8-26	20/08/26	2808		£599.00	Bright Ideas Electrical Limited	Air Conditioning Unit	4105
FP30 8-26	20/08/26	2812		£90.00	Rainbow Elf Entertainments	Face Painting Deposit - 6 Weeks of	5708
SU10 8-26	21/08/26	2876		£5.55	SumUp Payments Limited	Card Fees Thursday Market 20/08/26	4212
DD31 8-26	25/08/26	2814		£184.72	Vodafone	Mobile Phones - Burials, Caretaker,	4101
DD32 8-26	25/08/26	2815		£21.18	Yorkshire Gas and Power	OMP Electricity	4309
DD33 8-26	25/08/26	2816		£53.70	Yorkshire Gas and Power	Depot Electricity	4309
DD34 8-26	27/08/26	2817		£76.30	Firstcom Europe Ltd	Telephone Services	4100
DD35 8-26	27/08/26	2819		£25.00	Business Stream	Water - Cemetery	4305
FP37 8-26	28/08/26	2813		£90.00	Rainbow Elf Entertainments	Face Painting Balance - 6 Weeks of	5708
DD36 8-26	28/08/26	2820		£94.80	Document Solutions UK Ltd	Printer Contract	4103
F38 8-26	31/08/26	2821		£17.95	Unity Trust Bank Plc	Service Charges	4210
DD1 9-26	01/09/26	2822		£550.00	Leeds City Council	Rates - Depot	4307
DD2 9-26	01/09/26	2823		£301.00	Leeds City Council	Rates - Cemetery	4307
DD3 9-26	01/09/26	2824		£206.00	Leeds City Council	Rates - Market	4307
DD5 9-26	02/09/26	2825		£18.55	Yorkshire Gas and Power	York Road Depot - Gas	4306
DD4 9-26	02/09/26	2826		£26.51	Yorkshire Gas and Power	Bridge Lights Electricity	4309
DD6 9-26	03/09/26	2827		£96.07	Telefonica UK Limited	Clerk & Property Mobile Phone Contr	4101
SU3 9-26	04/09/26	2877		£5.98	SumUp Payments Limited	Card Fees Thursday Market 03/09/26	4212
	09/09/26	2828		£639.60	Leeds City Council	Pest Control - Scaur Bank	4704
	09/09/26	2829		£720.00	Leeds City Council	Pest Control - Bridgefoot	4704
	09/09/26	2840		£375.00	Wetherby Skip Services Ltd	Skip Hire	4304
	09/09/26	2841		£750.00	Abbotts Memorials	Gravedigging Services	5200
	09/09/26	2842		£1,012.68	Broxap Limited	Waste Bins	4708
	09/09/26	2843		£2,076.48	Kompan Limited	Playground Equipment	4700
	09/09/26	2844		£849.60	Farm & Land Services Ltd	Paths - Maintenance & Hedgecutting	4310/3
	09/09/26	2845		£904.80	Farm & Land Services Ltd	Grasscutting	4301/1
	09/09/26	2846		£1,002.00	Farm & Land Services Ltd	Grounds Maintenance - Sandringham Park	4310/1
	09/09/26	2847		£1,116.00	Farm & Land Services Ltd	Cemetery Grasscutting	4301/2

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Start of year 01/04/26

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	09/09/26	2848		£1,128.00	Farm & Land Services Ltd	Treework	4710/1
	09/09/26	2849		£2,070.00	Farm & Land Services Ltd	Cemetery Grasscutting & Hedgecutting	4301/2
	09/09/26	2850		£1,775.00	J. Hudson	Market Stall Erection & Traffic Management July	5700
	09/09/26	2851		£1,700.00	J. Hudson	Market Stall Erection & Traffic Management August	5700
	09/09/26	2852		£264.23	Touchwood of Wetherby Ltd	Tools, Consumables, Maintenance Supplies	4712
	09/09/26	2853		£28.47	Screwfix Direct Limited	Rubble Sacks, Filler, Degreaser	4313
	09/09/26	2854		£1,163.35	Synergy Business Support	Bookkeeping Services - July	4006
	09/09/26	2855		£109.75	Synergy Business Support	Bookkeeping Services - August	4006
	09/09/26	2856		£505.00	SLCC Enterprises Ltd	Membership 26-27 - Clerk	4027
	09/09/26	2857		£384.00	Parish Online	Mapping Software Subscription 26-27	4104
	09/09/26	2858		£316.00	SLCC Enterprises Ltd	Membership 26-27 - Assistant Clerk	4027
	09/09/26	2859		£144.00	Proportion Marketing Limited	Website Domain Renewal	4202
	09/09/26	2860		£138.00	DM Payroll Services Ltd	Payroll Services April-September	4028
	09/09/26	2861		£37.94	Amazon Business EU Sarl UK Branch	6 Weeks of Summer Supplies - Deck C	5708
	09/09/26	2862		£70.00	Leeds City Council	Music License - Bonfire & Fireworks	5308
	09/09/26	2863		£40.13	Amazon Business EU Sarl UK Branch	6 Weeks of Summer Supplies - Craft	5708
	09/09/26	2864		£16.97	Amazon Business EU Sarl UK Branch	6 Weeks of Summer Supplies - Craft	5708
	09/09/26	2865		£17.96	L. Tune Expenses	Calendars & 6 Weeks Summer Supplies	5708
	09/09/26	2866		£2,784.00	EDGE IT Systems	EDGE IT Contract - Annual Fees	4104
	09/09/26	2867		£6,705.83	HM Revenue & Customs (PAYE/NI)	NI & PAYE - Month 5	4001
	09/09/26	2868		£16,009.39	Staff Salaries	Staff Salaries - September 2026	4000
	09/09/26	2869		£3,090.01	West Yorkshire Pension Fund	Pension Contributions - September 2026	4002
	09/09/26	2878		£375.00	Wetherby Skip Services Ltd	Skip Hire	4304
Total				£95,390.59			

APPENDIX 2
TH - LIST OF PAYMENTS

Paid Expenditure Transactions

Start of year 01/04/26

paid between 16/07/26 and 09/09/26

Payment Reference	Paid date	Tn no	Order no	Gross	Details		Heading
FP7 7-26	16/07/26	1367		£131.53	Business Stream	Water - Account Balance	4305
FP6 7-26	16/07/26	1368		£36.00	J M Kay Electrical Ltd	Power Fault	5002
FP5 7-26	16/07/26	1369		£120.00	Tony Matthews Window Cleaning Services	Window Cleaning - Outside	5000
FP8 7-26	16/07/26	1370		£228.00	ADC Entrance Solutions Ltd	Automatic Door Service	8888
FP4 7-26	16/07/26	1371		£341.46	Professional Paper Supplies Ltd	Hygiene and Cleaning Supplies	5000
FP9 7-26	16/07/26	1372		£5,980.00	Charles Walker Construction Ltd	Masonry Works	5005
DD10 7-26	17/07/26	1373		£205.66	Yorkshire Gas and Power	Town Hall Gas	4306
DD11 7-26	30/07/26	1379		£87.77	Firstcom Europe Ltd	Internet Services	4100
F12 7-26	31/07/26	1380		£7.00	Unity Trust Bank Plc	Service Charge	4210
DD1 8-26	03/08/26	1382		£78.00	Leeds City Council	Town Hall Rates	4307
DD2 8-26	03/08/26	1383		£272.62	Yorkshire Gas and Power	Town Hall Electricity	4309
FP3 8-26	13/08/26	1374		£4,003.05	Wetherby Town Council	Salary Recharge - July 2026	4000
FP4 8-26	13/08/26	1375		£38.25	SecuriPlex Ltd	Alarm Works	4310
FP5 8-26	13/08/26	1376		£15.98	Touchwood of Wetherby Ltd	Hose Nozzles	4400
FP6 8-26	13/08/26	1377		£815.54	Clear Insurance Management Ltd	Town Hall Lift Insurance	4203
DD7 8-26	17/08/26	1384		£224.02	Yorkshire Gas and Power	Town Hall Gas	4306
DD8 8-26	25/08/26	1378		£446.70	PHS Group	Hygiene Services Aug 2026 - Feb 202	5000
DD9 8-26	27/08/26	1385		£87.77	Firstcom Europe Ltd	Internet Services	4100
F10 8-26	31/08/26	1386		£7.00	Unity Trust Bank Plc	Service Charge	4210
	09/09/26	1381		£4,525.45	Wetherby Town Council	Salary Recharge - August 2026	4000
	09/09/26	1388		£340.00	Tony Matthews Window Cleaning Services	Window Cleaning -Inside & Outside	5000
	09/09/26	1389		£35.57	The Decorating Centre	Decorating Supplies	5001
	09/09/26	1390		£12.49	Touchwood of Wetherby Ltd	Watering Can, Gaffa Tape	5000
	09/09/26	1392		£673.80	EDGE IT Systems Limited	IT Contract	4315
	09/09/26	1393		£2,312.65	Wetherby Town Council	Salary Recharge - September	4000

Paid Expenditure Transactions

Start of year 01/04/26

paid between 16/07/26 and 09/09/26

Payment Reference	Paid date	Tn no	Order no	Gross	Details	Heading
Total				£21,026.31		

APPENDIX 3
MINUTES OF A MEETING OF THE BUDGETS & GOVERNANCE COMMITTEE

Date: **Tuesday 14th July 2026**
Time: **6.00pm**
Location: **The Court Room, Wetherby Town Hall, Market Place, Wetherby LS22 6NE**

Present: **Councillors Newcombe (Chair), Mulhall, Carr, and Bradley**

In attendance: **Town Clerk (remote), Assistant Clerk**

MINUTES

1. **Apologies** – Apologies were received, and reasons for absence approved, from Councillor Lavocah and O'Byrne.

2. **Declarations of interest in items on the agenda and requests for dispensations** – None

3. **Minutes.**
It was **RESOLVED** that the minutes of the Budgets & Governance Committee meeting held on Tuesday 9th June 2026, be accepted as true record.

4. **Wetherby Town Council Payments**
Members conducted checks on the payment to be made from the period **11th June 2026** to **15th July 2026** (Including direct debit and cheque payments).

The following payments were checked:
- Transaction 2699 - Yorkshire Gas and Power - £33.80 (OMP electricity)
- Transaction 2698 – Vodafone - £184.72 (Mobile Phones, Burials, Caretaker)
- Transaction 2704 - Business Stream - £25.00 (Water-Cemetery)
- Transaction 2729 - Amazon Business EU Sarl UK Branch - £59.99 (Stamps)
- Transaction 2742 - J. Hudson - £1,700.00 (Market Stall Erection & Traffic Management)

It was **RESOLVED** that the checks were carried out effectively and that all payments are to be made.

5. **Wetherby Town Council Receipts.**
Members conducted a check on the Council's receipts between **11th June 2026** and **15th July 2026** in line with the bank statements and the income transaction report.

The following receipts were checked:
- Transaction 553 – Roberts-Flowers Market Stall - £113.00 (Market Tolls)
- Transaction 552 - G.E Hartley & Son - £333.80 (Interment of Ashes)
- Transaction 556 - Little Bird Made Ltd - £235.00 (Little Bird Market License – April)

6. Multi use card payments.

Members conducted checks on the multiuse card payments to be made for the period between **11th June** to **15th July 2026**.

The following multiuse card transactions were checked:

- Transaction 2648 - Name Badges International - £46.02 (Staff Name Badges)
- Transaction 2649 - Insta Phone Ltd - £13.00 (Lead for Projector)
- Transaction 2650 - Marks and Spencer PLC - £21.80 (Refreshments-Interviews)
- Transaction 2679 - Card Factory PLC - £6.24 (Card and Bag)

The committee received an additional invoice totaling £44.00 to The Old Friends Factory Ltd for the Civic Reception gift to the Privas delegation. It was **RESOLVED** that the payment be approved and coded to 108 5503.

7. Bank Reconciliations.

Members conducted a check of the council cashbooks and corresponding bank statements to **30th June 2026**. It was **RESOLVED** that the bank reconciliations and checks be approved.

8. Town Hall CIO payments.

Members conducted a check on a sample of payments for the period of **11th June 2026** to **15th July 2026.**

The following payments were checked:

- Transaction 1368 - J M Kay Electrical Ltd - £36.00 (Power Fault)
- Transaction 1369 - Tony Matthews Window Cleaning Services- £120.00 (Window Cleaning - Outside)
- Transaction 1371 - Professional Paper Supplies Ltd - £341.46 (Hygiene and Cleaning Supplies)
- Transaction 1371 - Charles Walker Construction Ltd- £5,980.00 (Masonry Works)

It was **RESOLVED** that the checks were carried out effectively and that all payments are to be made.

9. Town Hall CIO receipts.

Members conducted a check on a sample of receipts as shown on the town hall CIO Bank statements between **11th June 2026** to **15th July 2026**.

The following payments were checked:

- Transaction 954- Reed Wellbeing Ltd- £37.00 (Facilities Booking Invoice)
- Transaction 943- Wetherby Karate Club- £504.17 (Facilities Booking Invoice)
- Transaction 962- Wiggle N Giggle- £222.00 (Facilities Booking Invoice)
- Transaction 960- Rattle & Hum- £91.52 (Facilities Booking Invoice)

10. Town Hall CIO Bank Reconciliations.

Members conducted a check of the Town Hall CIO's corresponding bank statements to **30th June 2026**. It was **RESOLVED** that the bank's reconciliations and checks be approved.

11. Budget Comparison.

Members reviewed and considered the budget comparison report to 30th June 2026. It was **NOTED** that telephone expenses appear higher than anticipated, as some costs are to be recharged to the Town Hall CIO.

12. Signatories.

As per the Budgets & Governance Committee's Terms of Reference, all members of the Committee shall be signatories on the Councils bank accounts. Following a Proposal by Councillor Carr, seconded by Councillor Mulhall, it was **RESOLVED** to add Councillor Lavocah and Councillor Bradley to the bank mandate.

13. August recess.

It was proposed by Councillor Carr, seconded by Councillor Bradley, and **RESOLVED** that delegated authority be given to the Town Clerk in conjunction with the Chair of the Budgets & Governance Committee, to authorise payments and the associated management of finances during the August recess.

14. Next meeting.

The date of the next meeting of the Budgets & Governance Committee will be held on Tuesday 8th September 2026.

The meeting closed at 6:38pm
These minutes were recorded and prepared by the Assistant Clerk.

APPENDIX 4
MINUTES OF A MEETING OF THE COMMUNITY INFRASTRUCTURE LEVY (CIL) COMMITTEE

Date: **Tuesday 9th June 2026.**
Time: **5.00 pm**
Location: **Court Room, Wetherby Town Hall, Market Place, Wetherby, LS22 6NE.**

Present:
Councillor Harrington
Councillor Mulhall
Councillor O'Byrne (Chair)
Councillor Carr
Councillor Riddell
Councillor Smith
Councillor Coates

In attendance:
Town Clerk
Assistant Clerk

MINUTES

1. **Apologies** – None.
Local Government Act 1972, s 85 (3)

2. **Declarations of interests and requests for dispensations** – None.
Localism Act 2011, s 31
Members' Code of Conduct, para. 13-18, 19-20

3. **Public Participation** – None.
Public bodies (Admission to Meetings) Act 1960, s 1 (3)

4. **Minutes.**
Local Government Act 1972, Sch 12, para. 41(1)
The minutes of the CIL Committee meeting held on *Monday 16th February 2026,* as approved by Full Council on *Tuesday 10th March 2026,* were **RECEIVED**.

5. **Matters arising from the last meeting** – None.

6. **CIL funds balance.**
An up-to-date balance of CIL funds held by Wetherby Town Council was **RECEIVED**.
It was **NOTED** that the current balance is £1,274,257.19.

7. **Use of CIL funds.**
It was **NOTED** that the War memorial cleaning has now been completed. The reconfiguration of the display gardens is well underway, with the grass verges being repaired and the flower beds being returned to their original size.

All other projects have now been completed or are close to completion.

8. CIL allocation advice.

The committee **RECEIVED** and **NOTED** advice from Planning Services on CIL allocation. It was clarified that the proportion received by the Town Council is the Neighbourhood portion of the levy. While this portion is subject to fewer restrictions on how it may be used, it should still be spent in a way that "supports the development of the area" and reflects priorities agreed with the Charging Authority, such as those identified in the Neighbourhood Plan.

9. CIL Funding Application – Better Wetherby to Fund and Commission a Wetherby Highways Study.

It was **NOTED** that Better Wetherby has withdrawn its application with a view to submitting a revised and strengthened application at a later date. The application falls within the category for requests over £10,000 and under £25,000, for which the CIL Policy states that applicants should aim to provide 25% match funding from an alternative source.

The committee discussed possible alternative funding sources and considered the requirements set out in the recently adopted CIL Policy.

Members of the committee will liaise with Better Wetherby and welcome a revised application in due course.

10. CIL Funding applications.

It was **NOTED** that no further applications have been received at this time however a number of organisations have expressed interest in applying for various projects, including one to improve local educational infrastructure and one looking to replace the non-operational CCTV camera on the outside of the Town Hall.

Further details are being awaited on both projects.

11. Items for information

It was **NOTED** that the CIL application form and policy are now available on the Town Council's website under the 'Policies and Information' page. A dedicated webpage for CIL funding is also being developed, and the fund will be promoted on social media at the earliest opportunity.

12. Date of next CIL Committee meeting.

The date of the next meeting of the CIL Committee was confirmed as being held on *Tuesday 8th September 2026.*

The meeting closed at 5:37pm.
These minutes were recorded and prepared by Rowann Fitzpatrick, Assistant Clerk.

APPENDIX 7
MINUTES OF A MEETING OF THE TOWN HALL MANAGEMENT COMMITTEE

Date: **Tuesday 28th July 2026**
Time: **6.30pm**
Location: **Court Room, Wetherby Town Hall, Market place, Wetherby, LS22 6NE**

Present:
Councillor Bradley
Councillor Coates
Councillor Moss (Chair)
Councillor Newcombe
Councillor Carr
Councillor Smith

In attendance:
Town Clerk
Facilities Officer
Town Hall Admin Assistant

MINUTES

1. Apologies.
Local Government Act 1972, s 85 (3)
It was **RESOLVED** that apologies be received, and reasons for absence approved, from Councillor Mulhall

2. Declarations of interests – None.
Localism Act 2011, s 31
Members' Code of Conduct, para. 13-18, 19-20

3. Public Participation - None.
Public bodies (Admission to Meetings) Act 1960, s1 (3)

4. Minutes.
Local Government Act 1972, Sch 12, para. 41 (1)
The minutes of the Town Hall Management Committee meeting held on *Monday 20th April 2026*, as approved by Full Council on *12th May 2026*, were **RECEIVED**.

5. Matters arising from the last meeting

5.1 Quinquennial review.
It was **NOTED** that the Quinquennial report is due a review.

The committee discussed work that had been undertaken following the last Quinquennial report undertaken five years ago, including stonework repair and some sections of roof & chimney repair. However a full roof replacement is still required for the long-term maintenance of the building.

The Committee discussed potential funding avenues for the proposed outstanding works, including CIL funding and external funding pots, and noted that match funding would be likely be required for any funding application.

Following a discussion, it was **RESOLVED** that authority be delegated to the Clerk to collate quotes and proceed at their discretion with a refreshed survey to reflect the current priorities and requirements of the Town Hall. This is subject to the cost for the survey not exceeding £3,000 (including VAT) and in line with financial regulations.

6. Facilities management and maintenance.

6.1 Wall Mural.

The committee **RECEIVED** and **CONSIDERED** a report for the installation of a mural showing a timeline of Wetherby's history in the Town Hall Foyer.

Following a discussion, it was **RESOLVED** to begin investigations into a mural on the foyer wall with The Old Friends Factory Ltd.

The committee discussed stakeholder engagement, and considered providing a paper copy of the mural, to improve accessibility.

7. Facilities Officer – Additional updates

The committee **NOTED** the blacklisting of an organisation from hiring the Town Hall due to the excessive admin time required to accommodate the booking, lack of communication, and nonpayment of deposit, rendering the booking unviable in the Town Hall.

8. Date of next meeting.

The date of the next confirmed meeting of the Town Hall Management Committee will take place on *Tuesday 29th September 26 at 6.30pm*.

The meeting closed at 7.05pm.
These minutes were recorded and prepared by the Town Hall Admin Assistant.