

Gail Cook
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The Wesley Centre
10-12 Saville Street
Malton
YO17 7LL

**MALTON TOWN COUNCIL
NOTICE OF A MEETING OF THE COUNCIL**

You are hereby summoned to attend the Malton Town Council to be held at **Ryedale House, Malton on Wednesday 22 May 2024** commencing at **6.30pm** for the purpose of transacting the following business.

AGENDA

1. **Mayor.** To elect a Town Mayor for the current Municipal Year
2. **Acceptance of Office.** Newly elected Mayor to Sign the Acceptance of Office
3. **Deputy Mayor.** To elect a Deputy Mayor for the current Municipal Year
4. **Declarations of Interest**
To receive any declarations of interest not already declared under the Town Council's Code of Conduct or Members' Register of Disclosable Pecuniary Interests
5. **To receive Apologies for Absence**
To receive apologies for absence
6. **To receive Reasons for Absence submitted by Councillors**
7. **Mayor's Announcements**
To receive details of the Mayor's official engagements and other associated town issues
8. **Public Access**
To allow residents of the Malton Parish to speak.
9. **County Member Reports**
To receive report from Councillor Lindsay Burr MBE, Member of North Yorkshire Council
10. **To approve the Minutes of the Full Council meeting held on 24th April 2024 as a true and correct record. For Resolution**
11. **Financial Report and Accounts. For Resolution**
 - (i) To note the bank reconciliation and financial report for period ending 30 April 2024
 - (ii) To authorise payment of accounts
 - (iii) To receive the Annual Internal Audit Report and to consider any action required
 - (iv) To approve the Annual Return for 2023/2024 for submission to the external auditor and to confirm the dates for the period of exercise of public rights

- 12. Planning Matters. For Resolution**
To consider and make recommendations on applications for planning permission referred to the Town Council and receive decisions notified by North Yorkshire Council.
- 13. Appointments. For Resolution**
To appoint representatives to outside bodies
- 14. General Power of Competence. For Resolution**
To resolve and re-adopt the Power of General Competence. Malton Town Council meets the eligibility criteria as (i) at the time of the resolution the Clerk to the Town Council is CILCA qualified, and (ii), the number of members of the Council that have been declared to be elected, whether at ordinary elections or at a by-election is equal to or greater than two-thirds of the total number of members of the council.
- 15. Annual Meeting Dates. For Resolution**
To agree the dates of the Town Council Meetings for 2024-25
- 16. Report of the Town Clerk**
To receive report and consider appropriate action
- 17. Council Policies. For Resolution**
To consider and approve the Town Council Policies (previously circulated)
 - (i) Standing Orders
 - (ii) Co-option Policy
- 18. Members Questions**
- 19. Date of next Malton Town Council Meeting.** Wednesday 26th June 2024, 6.30pm

Signed: G Cook
Mrs Gail Cook, Clerk to Malton Town Council



MINUTES OF THE MEETING OF THE MALTON TOWN COUNCIL

HELD AT RYEDALE HOUSE, MALTON, YO17 7HH
ON WEDNESDAY 24 APRIL 2024 AT 6.30PM

PRESENT Councillors I Conlan (Mayor), L Burr MBE (Deputy Mayor), J Aldrich, M Carpenter, K Ennis, S Hawes, S Thackray, J Vale & W Oxley

IN ATTENDANCE Mrs G Cook (Clerk), Mr T Hicks (Deputy Clerk)

OTHERS David Jeffells (Media)

APOLOGIES Councillors M Brampton & S Pritchard

181. **REASONS FOR ABSENCE**

Reasons for absence accepted.

182. **CODE OF CONDUCT**

Members were reminded of their responsibility under the Code of Conduct in respect of making declarations of interest and that any declarations should be made now.

Due to Cllr Burr MBE being a Member of the North Yorkshire Planning Committee, she will abstain from any planning matters considered by Malton Town Council.

183. **MAYOR'S REPORT**

"I wanted to focus on two major steps forward for our Council as we approach our Annual Meeting.

Firstly, I am delighted to announce that we have appointed a new Town Ranger, Richard Daffern, after interviewing two excellent candidates last Friday (19th April) and he will be starting shortly. He is a retiring firefighter but with significant experience in gardening, and he will be supervised by our Deputy Clerk.

Secondly, I am very excited to say that we have exchanged contracts and due to complete the purchase in the next few days, of our Community Hub on Newgate which will form our base as offices and meeting rooms as soon as we have made the necessary modifications. I want to extend my thanks to Councillors for their unanimous support in this purchase, as well as the flat out hard work of our Clerk and Deputy Clerk in enabling us to proceed so quickly with the purchase, including the public consultation which was overwhelmingly supportive of our move. I am sure as a Council this will be an excellent long term investment for our community as well as our Council and enable us to be much more visible and accessible, as well as enable us to potentially offer a wider range of services to our residents in years to come.

The Town Council Annual Report 2023/4 is now ready and my thanks to the Clerk for putting this together and to the Deputy Mayor for her helpful editing suggestions.

I would like to take this opportunity to thank Paul Andrews, who has resigned as Town Councillor, for his huge contribution, as a former Mayor and Town Councillor and also for many years as a District Councillor on Ryedale District Council, for his outstanding contribution to the life of our Town and of the wider area of Ryedale. I am also deeply appreciative of the encouragement he has given me and for standing up for councillor rights even when I disagreed with his views on certain matters. I am unable to do anything like full justice to his contribution in this report, but I would like to highlight his steadfast promotion of Malton's benefits as a market town full of character, together with a defence of it against over development without suitable infrastructure, his part in the campaign to protect Wentworth Street Car park from supermarket development and standing firmly against fracking when this Council alongside neighbouring town and parish councils stood shoulder to shoulder to oppose it too, but voted on to proceed by the County Council. He has helped shape the Neighbourhood Plan, spoke up for the revision of the Ryedale Plan. His legal knowledge and understanding has been brought into play as he stood up for our community and I for one will greatly miss his contribution to our council meetings. His involvement significantly predates my experience and I am impressed at how he has used his experience, knowledge and skills to tenaciously pursue what he has always believed to be the best interests of our community.

Mayoral Engagements February to April 2024:

On Monday 19th February I had my picture taken by Swinton Brass Band to publicise their appeal for funds for roof repairs which will be in the region of £40,000. I will be running 40 miles on Sunday 5th May between all the brass band rooms in Ryedale.

On 2nd April I attended the Kings' Award presentation to the Swinton Band, which was recorded and broadcast on Look North. The Award was presented by the Lord Lieutenant for services to the community, which includes providing free tuition and instrument hire to young people and running two training bands as well as their Main Band.

On Wednesday 27th March I attended the Ryedale Youth Theatre Production of Wizard of Oz. The young people were outstanding, singing, dancing and acting, as was all the behind the scenes work, costumes, music, lighting, set design and front of house.

On Monday 22nd April I and the Mayor of Norton met the Federation President of Soroptimist International Great Britain and Ireland, together with local and Yorkshire branch representatives including Helen Hyams from Old Malton, at a celebration of Malton and Norton becoming Toilet Twinned Towns at The Kingfisher cafe. This has been developed in partnership with the Fairtrade group, scouts and local churches and both Malton and Norton Town Councils have twinned toilets as part of this. Project money goes straight to local women in developing countries to ensure it is spent on well-built toilets that improve women's lives in particular in these communities.”

184. PUBLIC ACCESS

None

185. NORTH YORKSHIRE COUNCIL MEMBER REPORT – COUNCILLOR LINDSAY BURR

“Meetings at Northallerton due to the Mayoral elections and Easter Bank Holidays have been less frequent. It has been a particularly busy with residents complaining about anti-social behaviour, vandalism and no show of police after burglary's such as theft of benches from gardens, garden shed theft etc etc. People just want to see more police in our community!

Our shop keepers are still very unhappy about theft rises in town and no response from the police!

Too much bureaucracy for shop keepers to fill in! With no deterrent shopkeepers just let the thefts take place, as they do not want to get in to conflict, especially our women retailers, but the

most complaints are about the appalling state of our roads including potholes especially in the Peasy Hills area.

I have lodged complaints and am waiting for an action from Highways.

21st March – attended the area planning meeting (average of 3 items per meeting)
A drive through and other food outlets were approved on land just outside old Malton off the A64 to Pickering and the solar farm applicants have decided to take this application (refused by North Yorkshire) to appeal, I am working on that appeal.

22nd March - attended the area committee meeting held at Northallerton, had a positive outcome to look into to funding regarding joined up cycle paths in the area.

18th April – attended the area planning meeting (average 3 items per meeting).

The Deputy Mayoral end of term report is coming to the end of the year. It has been a very productive and progressive year. I am proud that I brought the idea to invest in our own freehold site for a community hub in the centre of Malton and delighted to say the completion of this building took place recently.

We will be refurbishing the building in to a fabulous community hub and we now have a free hold property belonging to our residents with access for all.

Delighted to report that I see no reason for the pump track not to be completed in 24/25 another major scheme brought forward.

I have enjoyed supporting throughout the year our Clerk and Deputy Clerk on a daily basis if and attending critical weekly catch up meetings to get an overall view on our immediate emerging general issues and looking at long term strategic planning”.

Cllr Burr proposed that we send a letter to Councillor Paul Andrews, thanking him for his long service and hard work on this Council, this was **agreed** unanimously by Members.

186. COUNCIL MINUTES

RESOLVED

That the Minutes of the Meeting held on 20th March 2024 be approved.

Proposed by Cllr Conlan seconded by Cllr Hawes. Cllr Carpenter abstained.

All other Members approved.

187. FINANCIAL REPORT AND ACCOUNTS

- (i) Members noted the bank reconciliation, financial report showing the position as of 31st March 2024 and account balances as per the bank statement totalling £268,528.15.
- (ii) Forty two accounts were submitted for approval.

MALTON TOWN COUNCIL

ACCOUNTS APRIL 2024

Angela Wright	Chapel Cleaning	50.00	On-line Payment
The Milton Rooms	Studio Bar Hire - Annual Parish Mtg	31.25	On-line Payment
Elkerlodge Services Ltd	Internal Audit	554.40	On-line Payment
Payleys Fruit & Veg	MIB Plants and Compost	691.00	On-line Payment
NYC	Room Hire	210.93	On-line Payment
Ware & Kay Solicitors	1 Newgate Purchase & Fees	187037.86	On-line Payment
K Davis	Bus Shelter Rent - Old Malton	10.00	Cheque
Clare Jenyns	Licence Fee - Event Sign - A64	100.00	On-line Payment

Derek Beale	Licence Fee - Event Sign A169	20.00	Cheque
S Hough	Grass Cutting	15360.00	On-line Payment
The Wesley Centre	Rent & Service Provision April-June	2590.05	On-line Payment
North Yorkshire Council	Annual Trade Refuse Service	668.81	On-line Payment
Mrs S L Housden	Greenhouse Equipment	121.60	On-line Payment
Archbishop Holgate	Allotment Rent	335.76	On-line Payment
S Bainbridge	Additional Labour	30.00	On-line Payment
Gallagher	Commercial Motor Insurance	569.58	On-line Payment
Gallagher	Annual Insurance	3337.68	On-line Payment
Clark & Kent Contractors	Pump Track Provision - Part Payment	18600.00	On-line Payment
Harrison & Hargreaves	Street Furniture Paint	64.49	On-line Payment
J B Motors	Fuel	83.56	On-line Payment
Hainsworth Plant Hire	Plant Hire - New Malton Cemetery	180.00	On-line Payment
J T Atkinson	Memorial Bench	478.80	On-line Payment
Howarth Timber	Wood - Cemetery Soil Box	145.65	On-line Payment
MKM	Wood - MIB Signage	64.99	On-line Payment
YLCA	Annual Subscription	1005.00	On-line Payment
Rialtas	Account Software & Close Down	1374.00	On-line Payment
R Yates & Sons	Tools & Materials	157.01	On-line Payment
Newsquest	Town Ranger Advert	480.00	On-line Payment
Hopkinson & Sons Ltd	MIB Plants - York Road Welcome Sign	34.96	On-line Payment
Smiths of Derby	Annual Clock Maintenance	746.40	On-line Payment
Videcom	CCTV Maintenance Qtr 1	1438.00	On-line Payment
Nynet Ltd	CCTV Connectivity Qtr 1	1485.00	On-line Payment
NYC	CCTV Monitoring Qtr 1	3445.00	On-line Payment
Account Solutions Yorkshire	Payroll Provider	294.50	On-line Payment
E-On	Malton Lodge	299.91	On-line Payment
North Yorkshire Pension Fund	Pension Contributions	2404.54	On-line Payment
HMRC	Tax/NI Contributions	2566.26	On-line Payment
Staff Salaries	Salaries	7312.49	On-line Payment
100 Green	Energy Cemetery	242.77	Direct Debit
Spoton.net Ltd	MTC Website & Email Subscription	67.20	Direct Debit
Wirehouse	Employment Services	102.00	Direct Debit
EE	Town Council Mobile Phones	91.60	Direct Debit
Total		254883.05	

RESOLVED

- (i) That forty two accounts be approved for payment. Proposed by Cllr Ennis, seconded by Cllr Carpenter. All other Members approved.
- (ii) Councillor Burr proposed that the standing orders are suspended to discuss the work required to prepare the new Town Council civic office and community hub, seconded by Cllr Carpenter. All other Members approved.
- (iii) That the Clerk be given delegated authority in consultation with the Mayor and Deputy Mayor to work towards creating the civic office and community hub with accessible ramp utilising CIL funds up to a maximum of £20,000. Proposed by Cllr Oxley, seconded by Cllr Carpenter. Cllr Thackray voted against. All other Members approved.

188. **CLERKS REPORT**

(a) **COMMUNITY ENGAGEMENT**

Market Place Food Lovers Market Town Council Gazebo events 9am-1pm:-

11th May

13th July

10th August

9th November

20th April - Involve (Milton Rooms)

Multi-Agency Drop In Sessions

The events are held at the Wells Lane Community Centre, Malton 10-11.30am and Malton Secondary School 12.30pm-2pm

1st May - Malton Town Council will have a stand at the Malton & Norton Rotary Club
Involve Event at the Milton Rooms 10.30-3pm

(b) **MEETINGS/EVENTS ATTENDED**

- 14 March - Multi-Agency Problem Solving Virtual Meeting
- 19 March - St Clements Event Meeting
- 21 March - Ryedale Planning Committee at Ryedale House
- 11 April - RBS Accounts close down
- 15 April - Big Boolies site meeting re Newgate Signage
- 17 April - Teams Meeting with Tom Walker representing Malton Museum
- 17 April - Meeting with Milton Rooms re potential Malton Town Council Art Exhibition

Weekly meetings with the Mayor and Deputy Mayor held at 8.45am every Thursday

(c) **RAINBOW LANE PLAY AREA – PUMP TRACK**

The groundwork contractor will shortly be removing the redundant athletics equipment and relocating the adult gym equipment within the play area. Clark & Kent have been formally instructed to install the pump track, the Clerk will keep Members informed of timescales with regard to the project.

(d) **1 NEWGATE, MALTON**

Progress with regard to the purchase of the new Malton Town Council Civic Office and Community Hub is moving along nicely. Planning permission has been obtained for change of use from domestic back to office and the application to borrow has been approved by the Department for Levelling Up, Housing & Communities. We exchanged contracts on 12th April and are due to complete on Friday 19th April. Once the building is in the ownership of the Town Council, work will begin to transform it into the civic office and community hub.

(e) **ANNUAL PARISH ASSEMBLY**

The annual Parish Assembly will be held on Tuesday 7th May, 7pm at The Studio Bar, Milton Rooms. We will have presentations from the Malton & Norton Tidy Group and Malton Museum who will be presenting the draft report from the consultants with regard to the future of the museum.

RESOLVED

That Members approve the Clerks report. Proposed by Cllr Conlan, seconded by Cllr Burr. All other Members approved.

189. **PLANNING APPLICATIONS**

ZE24/00336/HOUSE Installation of larch clad rear dormer extension comprising 3no. windows at 29 Milton Avenue, Malton

RESOLVED

Approved

**Proposed by Cllr Ennis, seconded by Cllr Hawes.
All other Members approved**

ZE24/00354/HOUSE Erection of glazed single storey side extension forming a link between the dwelling and the detached garage at 20 The Mount, Malton

RESOLVED

Approved

**Members consider that this site is now fully developed
Proposed by Cllr Oxley, seconded by Cllr Hawes.
Cllr Thackray abstained. Cllr Conlan objected. All other
Members approved**

ZE24/00350/CAT Works to Trees A (Lime), B (Lime), C (Willow), D, (Silver Birch), E (Silver Birch), F (Silver Birch), H (Birch), J (Birch), K (Birch), L (Beech), M (Beech), N (Silver Birch) and O (Cherry) as per the submitted work specification documents at 25 The Mount, Malton

RESOLVED

**Defer for further information as to
the reason for removal**

**Proposed by Cllr Conlan, seconded by Cllr Vale.
All other Members approved**

ZE24/00364/HOUSE Erection of a single storey extension to rear elevation at 20 Headland Rise, Malton

RESOLVED

Approved

**Proposed by Cllr Aldrich, seconded by Cllr Oxley.
All other Members approved**

190. **MULTI USE GAMES AREA UPGRADE PROJECT**

Members to receive a report and consider appropriate action (previously circulated):-

RESOLVED

Proposed by Cllr Conlan, seconded by Cllr Burr. All other Members approved.

- (i) That Members instruct the Clerk to apply for grant aid for the project.
- (ii) Once grant aid has been awarded, Clerk to instruct Streetscape to carry out the upgrade to the MUGA.

191. **ANNUAL REPORT**

Members to receive report and consider appropriate action (previously circulated):-

RESOLVED

That Members rs approve the annual report. Proposed by Cllr Carpenter, seconded by Cllr Hawes. All other Members approved.

192. **MALTON & NORTON NEIGHBOURHOOD PLAN**

Members to receive the final version of the Neighbourhood Plan (previously circulated):-

RESOLVED

That Members rs approve the final version of the Neighbourhood Plan incorporating the proposed amendments made by the Examiner. Proposed by Cllr Conlan, seconded by Cllr Burr. All other Members approved.

193. **NEW HOMES PLANS, HIGHFIELD MEADOWS, HIGHFIELD ROAD, MALTON**

Members discussed the new homes plans at length.

RESOLVED

Proposed by Councillor Carpenter, seconded by Cllr Hawes. All Members approved.

- (i) That a press release is issued stating that Malton Town Council is appalled by the dangerous levels of air pollution in Malton and Norton. This is being made worse by the level of traffic, some of it illegally, passing through the towns. Also by the continued push for housing developments which also have a negative impact on an outdated and over stretched infrastructure. Malton Town Council demand that North Yorkshire Council and the soon to be elected Mayor address this matter publically and immediately.
- (ii) That the Town Council request the air quality impact assessment for the site the developer, prior to them attending a future Town Council meeting.

194. **REPRESENTATIVES**

- A precis from Cllr Vale was circulated to Members with regard Castle Gardens.
- Members **agreed** that Cllr Aldrich to look at sourcing a commemorative plaque for Mr Hampshire to be installed on the site.
- Cllr Hawes attended an opening of the new Malton School 6th Form Study area.

195. **MEMBERS QUESTIONS**

None

196. **DATE OF THE NEXT TOWN COUNCIL MEETING**

Wednesday 22nd May 2024, 6.30pm to be held at Ryedale House, Malton, YO17 7HH

The meeting closed at 8.30pm

Chair: _____ Date: _____

Malton Town Council

Bank Accounts Reconciliation as at 30th April 2024

	£	£
Base Rate Account		161,899.12
Active Saver Account		16,000.00
Current Account	139,230.18	
Payments not cleared	30.00	
Sub-total		317,099.30
Less External Funds:	£	
Ladyspring Wood	4,143.81	
Malton In Bloom	7327.46	
Pump Track Project Funding	44,000.00	
	55,471.27	
TOTAL		261,628.03
Restricted CIL Funds		63,264.18
Non-Allocated Available Reserves		198,363.85
TOTAL		317,099.30

Angela Wright	Chapel Cleaning	50.00	On-line Payment
Eazy Office	Conference Chairs, Smart Screen & Wireless Transmitter/Receiver	3205.44	On-line Payment
Ryedale Landscapes	Rainbow Lane Play Area Works	5070.72	On-line Payment
Simon Hugill	Joinery Work	1260.00	On-line Payment
Hainsworth	Plant Hire	180.00	On-line Payment
Steve Neesom	Hanging Basket Brackets	550.00	On-line Payment
Fitzwilliam Malton Estate	Lady Spring Wood Rent	500.00	On-line Payment
Fitzwilliam Malton Estate	Orchard Fields Rent Qtr 1	600.00	On-line Payment
Directions Planning	M&N Neighbourhood Plan Services	1387.52	On-line Payment
YLCA	Experienced Clerk Training	52.50	On-line Payment
CEF (York)	Electric Sygma Radiators	1803.34	On-line Payment
J B Motors	Fuel	177.35	On-line Payment
R Yates & Sons Ltd	Tools & Materials	39.29	On-line Payment
MKM	Wood	51.26	On-line Payment
Milton Rooms	Grant	3000.00	On-line Payment
MKM	Gravel - Graves Cemetery	596.90	On-line Payment
In-Print	Banners - Milton Rooms	432.00	On-line Payment
LITE	2024 Seasonal Lighting	6864.00	On-line Payment
Glasdon	Bin	268.94	On-line Payment
Gallagher	Insurance	266.44	On-line Payment
Aquam	Standpipe Hire - Annual	1116.00	On-line Payment
BATA	Rosate	45.60	On-line Payment
Clerk	Reimbursement of Mule wash, bungs & Parish Assembly	93.09	On-line Payment
Clerk	Reimbursement of remote access, coffee, tea, keys, roll & stroll, mtg room table, mtg room chairs	527.70	On-line Payment
NYC	Meeting Room Hire	70.31	On-line Payment
P Oxley	MIB Plants	156.56	On-line Payment
M Piercy	Additional Hours	128.25	On-line Payment
North Yorkshire Pension Fund	Pension Contributions	2406.98	On-line Payment
HMRC	Tax/NI Contributions	2570.52	On-line Payment
Staff Salaries	Salaries	7954.58	On-line Payment
Scottish Water	Water - Cemetery	113.57	Direct Debit
100 Green	Energy Cemetery	214.21	Direct Debit
Spoton.net Ltd	MTC Website & Email Subscription	67.20	Direct Debit
Wirehouse	Employment Services	102.00	Direct Debit
North Yorkshire Council	Cemetery Rates	91.00	Direct Debit
EE	Town Council Mobile Phones	92.93	Direct Debit
Total		42106.20	

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
Income Detail						
1000 Income-Cemetery	1,360	20,000	18,640			6.8%
1004 Income-Allotments	0	1,344	1,344			0.0%
1005 Income-Grants	48,500	1,235	(47,265)			3927.1%
1006 Income - Donations	759	0	(759)			0.0%
1007 Income - Malton in Bloom	275	0	(275)			0.0%
1010 Income - Bank Interest	0	800	800			0.0%
1012 Income-CCTV	1,470	0	(1,470)			0.0%
1013 Income - PWLB Loan	123,822	0	(123,822)			0.0%
1014 Income-Chapel	0	300	300			0.0%
1176 Income-Precept	126,071	252,141	126,071			50.0%
Total Income	302,256	275,820	(26,436)			109.6%
Expenditure Detail						
4095 Employment Law	0	1,020	1,020		1,020	0.0%
Total Direct	0	1,020	1,020	0	1,020	0.0%
Expenditure Detail						
4000 Salaries	7,312	88,000	80,688		80,688	8.3%
4001 PAYE/NI	2,566	33,000	30,434		30,434	7.8%
4002 Pensions	2,405	29,250	26,845		26,845	8.2%
4003 Training - Staff/Members	0	700	700		700	0.0%
4004 Parking Permits	0	240	240		240	0.0%
4005 Staff Expenses	0	1,500	1,500		1,500	0.0%
4006 Additional Manpower	30	500	470		470	6.0%
4007 Employer Services	85	0	(85)		(85)	0.0%
4009 Recruitment	400	0	(400)		(400)	0.0%
4010 Rent	2,624	0	(2,624)		(2,624)	0.0%
4011 Communications	76	1,000	924		924	7.6%
4012 IT & Website	56	1,000	944		944	5.6%
4013 Insurance	3,907	3,500	(407)		(407)	111.6%
4014 Utilities	526	5,313	4,787		4,787	9.9%
4015 Audit Fees	462	1,300	838		838	35.5%
4016 Subscriptions	1,005	0	(1,005)		(1,005)	0.0%
4017 Office Equipment	0	1,000	1,000		1,000	0.0%
4018 Stationery/Supplies	0	1,100	1,100		1,100	0.0%
4020 Rates	92	1,300	1,208		1,208	7.1%
4025 Mayors Allowance	0	1,200	1,200		1,200	0.0%
4026 Civic Events	0	700	700		700	0.0%
4028 Professional Fees	3,777	3,500	(277)		(277)	107.9%
4029 Room Hire	242	375	133		133	64.6%

14:45

Detailed Income & Expenditure by Account 30/04/2024

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% S
4030 Repairs & Maintenan	113	3,500	3,387		3,387	
4031 Tools & Materials	139	2,500	2,361		2,361	
4032 Fuel	70	2,040	1,970		1,970	
4033 Protective Clothing	0	150	150		150	
4034 Waste Disposal	669	330	(339)		(339)	20
4035 Equipment & Maintenance	150	2,250	2,100		2,100	
4036 Tree Maintenance	0	500	500		500	
4037 PWLB Repayment	0	11,422	11,422		11,422	
4041 Cleaning	50	650	600		600	
4045 S137 Expenditure	0	8,500	8,500		8,500	
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4046 CCTV	5,881	11,955	6,074		6,074	4
4051 Orchard Fields	0	2,000	2,000		2,000	
4052 Works LSW	0	500	500		500	
4053 Playarea Equipment	15,500	0	(15,500)		(15,500)	
4056 Floral	896	9,750	8,854		8,854	
4057 Street Furniture	453	1,500	1,047		1,047	3
4058 Verge Cutting	12,800	12,800	0		0	10
4061 Clocks	622	775	153		153	8
4065 Christmas Lights	0	11,000	11,000		11,000	
4070 Neighbourhood Planning	0	3,000	3,000		3,000	
4090 Capital Expenditure	184,700	0	(184,700)		(184,700)	
4092 Maintenance Contract	0	15,000	15,000		15,000	
4093 Corporate Branding	0	200	200		200	
Total Overhead	247,608	274,800	27,192	0	27,192	9
Total Income	302,256	275,820	(26,436)			10
Total Expenditure	247,608	275,820	28,212	0	28,212	8
Net Income over Expenditure	54,648	0	(54,648)			
plus Transfer from EMR	0					

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

This form is only for use by smaller authorities subject to a review and should not be published on your website

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation

Name of smaller authority: _____ **Malton Town Council** _____

County Area (local councils and parish meetings only): _____ **North Yorkshire** _____

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on _____ **Monday 3 June 2024** _____

and ending on _____ **Friday 9th August 2024** _____

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday — Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2024 (i.e. Monday 1 July — Friday 12 July).

We have suggested the following dates: Monday 3 June — Friday 12 July 2024 The latest possible dates that comply with the statutory requirements are Monday 1 July — Friday 9 August 2024.)

Signed: _____  _____

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

MALTON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	YES		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	YES		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	YES		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	YES		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	YES		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			N/A
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

22/05/24

and recorded as minute reference:

ANNUAL MTG MINUTE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

WWW.PUBLICMALTON-TCB.ORG.UK

Section 2 – Accounting Statements 2023/24 for


MALTON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	276301	293896	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	232,275	230196	Total amount of precept (or for IDEs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	95,210	81960	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Includes any grants received.
4. (-) Staff costs	108882	144963	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	201008	191271	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	293896	269818	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	287745	268528	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	486,765	507383	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PVLS).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust Funds or assets.
11b. Disclosure note re Trust Funds (including charitable)				The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval


Date: 16/4/24

I confirm that these Accounting Statements were approved by this authority on this date:

22/5/2024

as recorded in minute reference:

Annual Meeting

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Annual Internal Audit Report 2023/24

Malton Town Council
ENTER NAME OF AUTHORITY

https://www.malton-tc.gov.uk/
ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered†
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The protocol or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick 'not covered')			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR. (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: DD/MM/YYYY 01/04/2024

Name of person who carried out the internal audit: Carrie Pillow (Elker Lodge Services Ltd)

ENTER NAME OF INTERNAL AUDITOR

Date: 16/04/2024

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

†Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



**Malton Town Council
Representatives to Outside Bodies 2023-24**

Organisation	Representative
Yorkshire Local Councils Association	Mayor & Clerk
School Governors Malton School.(Endowment)	Cllrs Hawes & Andrews
Malton Museum Foundation	Cllr Conlan
Ryedale Cameras in Action	Cllr Thackray
Malton In Bloom	Cllrs Burr & Ennis
Malton & Norton Area Partnership	Cllrs Brampton & Cllr Aldrich
Ryedale Five Towns Group	Mayor & Clerk
Milton Rooms	Cllr Ennis
Flooding Response Group	Cllr Aldrich
Rainbow Lane Play Area	Cllrs Hawes, Burr, Ennis & Carpenter
Castle Gardens	Cllr Vale
Internal Audit Controls	Cllrs Hawes & Ennis
Malton & Norton Traffic Study Steering Group	Cllrs Thackray & Aldrich
Malton & Norton Neighbourhood Plan Steering Group	Cllr Pritchard
Staffing Committee	Cllrs Ennis, Carpenter, Aldrich & Andrews
Grants Steering Group	Cllrs Aldrich, Brampton, Oxley & Thackray
Acorn Community Care	Cllr Sue Hawes
Rural Market Towns Group	Cllr Pritchard



**MALTON TOWN COUNCIL
BRIEF TO COUNCIL – 22ND MAY 2024
MALTON TOWN COUNCIL MONTHLY MEETING DATES**

Please see below the suggested schedule of dates for the 2023-2024 Town Council Meetings:-

Wednesday	26 th June 2024	6.30pm
Wednesday	31 st July 2024	6.30pm
Wednesday	28 th August 2024	6.30pm
Wednesday	25 th September 2024	6.30pm
Wednesday	23 rd October 2024	6.30pm (week earlier than usual)
Wednesday	27 th November 2024	6.30pm
Wednesday	18 th December 2024	6.30pm
Wednesday	29 th January 2025	6.30pm
Wednesday	26 th February 2025	6.30pm
Wednesday	26 th March 2025	6.30pm
Wednesday	30 th April 2025	6.30pm

FOR RESOLUTION

MALTON TOWN COUNCIL CLERK'S REPORT – MAY 2024

(a) CEMETERY MANAGER UPDATE

FUNERALS

New Malton Cemetery

Interment	Grave No: 6312	Janine	Adele
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Postlewaite

Interment	Grave No: 7049B	Everil	Robson
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OTHER WORK

Sprayed Broughton Road and Pasture Lane roundabouts with herbicide

Installed new bin on lamp column near Bob Shop, Peasey Hill

(b) COMMUNITY ENGAGEMENT

Market Place Food Lovers Market Town Council Gazebo events 9am-1pm:-

11th May

13th July

10th August

9th November

Multi-Agency Drop In Sessions

The events are held at the Wells Lane Community Centre, Malton 10-11.30am and Malton Secondary School 12.30pm-2pm

27th March

1st May

(c) MEETINGS/EVENTS ATTENDED

14 March - Multi-Agency Problem Solving Virtual Meeting

19 March - St Clements Event Planning

20 March - M&N Neighbourhood Plan Actions

20 March - Full Council

21 March - Area Planning Committee

11 April - RBS Accounts closedown

15 April - Contractor site meeting re boardwalk repair

16 April - Internal Auditor Year End

17 April - Milton Rooms re Art Exhibition

17 April - Malton Museum Virtual Interview

19 April - Town Ranger Interviews AM

23 April - Nunnington Hall Art Hanging inspection

23 April - Wilfred Jackson Trust

24 April	-	Ryedale School office inspection prior to work experience in June
25 April	-	Multi-Agency Problem Solving Virtual Meeting
30 April	-	Site meeting Newgate re disability access
7 May	-	Mule wash and valet
7 May	-	Malton Parish Assembly, Milton Rooms
8 May	-	Site Meeting Videcom re new cctv camera outside Norton public toilets
9 May	-	Licensing Event, Ryedale House

Weekly meetings with the Mayor and Deputy Mayor held at 8.45am every Thursday

(d) TRAINING

The Clerk attended the YLCA Experienced Clerks Training on Monday 29th April at Tadcaster.

The Clerk is enrolling on a ‘Clerks Buddy Scheme’ the exciting scheme aims to motivate and inspire both Clerks, generating fresh thinking and revolutionary ideas. Offers for ‘Buddying Up’ have come in from Skipton Town Council, Easingwold Town Council and Barlby & Osgodby Town Council. The Clerk will look at the options and move forward with the scheme in due course.

(e) NEW CIVIC OFFICE/COMMUNITY HUB PROGRESS

The progress of 1 Newgate is coming on well, the work below is ongoing at the moment with a view to the official opening the first week of July:-

- Painting internally and externally
- Installation of signage at the front of the building
- Installation of ramp at the front (once approval from Highways has been received)
- Creation of Deputy Clerk desk, sliding glass hatch and cupboard
- Installation of phone lines and broadband
- Removal of main meeting room floor, to be replaced with carpet
- Purchase of boardroom table and chairs
- Purchase of first floor meeting room table and two chairs
- Carpets cleaned
- Installation of additional electrical work, including data sockets

(f) WENTWORTH STREET CAR PARK

North Yorkshire Council have agreed for the healthcare provider EMS to set up a health screening centre in the top deck of Wentworth street car park. The facility will be setting up on the 20th May will be there until the 15th of June 2024. The company will require 7 day a week access to the top deck from day 1. The facility will be unlocked every day from 6.30am and will be closed daily at the end of each day.

(g) MALTON & NORTON TIDY GROUP UPDATE

“The grass is shooting up and hiding all but the worst deposits of litter so, as is usual, our bag collection numbers begin to fall at this time of year.

14-16 volunteers out on the first Sunday of the month - not everyone came along to the meeting point in Water Lane car park and I spotted a bag or two left by a bin in Welham Road - the usual dropping off point for Matthew and Mandy who we didn't see on the morning.

6 people headed down York Road and got the usual haul - 8 bags. 2 of the volunteers had come from Amotherby having seen our piece in The Handymag. Amazing really that they should come in to town to help out.

The rest of us blitzed the town centre and the riverside areas. It tends to be bits and pieces in the more urban areas but it all adds up - 4 bags from around the market place, the cattle market, Sainsbury's car park and Newbiggin.

By my reckoning, 24 bags.

Following a trip down York Road on Sunday morning and seeing fresh deposits of litter I thought I would see how much there was 8 days on from when it was last picked - another 3 bags! Not all of this will have been deposited in the time period but a good deal of it would have been. This is what we are up against.”

Antony Croser



MALTON TOWN COUNCIL

CO-OPTION POLICY

This policy outlines the procedure to be followed by Malton Town Council when a casual vacancy arises by virtue of Councillor resignation, disqualification, or death.

The Electoral Services Department at the Principal Authority will be informed of the vacancy as soon as practicable after it arises.

The Council will follow the relevant legislation to allow ten electors to claim a by-election. Assuming there is no call for a by-election the Council will fill the vacancy by co-option using the following procedure:

1. A notice will be erected in the Council notice board, on social media and the Council website inviting people who are interested in being a Councillor to complete an application form. If insufficient candidates come forward for co-option, the vacancies will be re-advertised.
2. The notice advertising the vacancy will contain a closing date for receipt of applications.
3. Upon receipt, the Council will check (as far as reasonably possible) that candidates are eligible in accordance with the Local Government Act 1972, section 79. To be eligible, the candidate must:
 - be 18 years old or over; and
 - is an elector for the parish; or
 - has resided in the parish for the past twelve months or rented/tenanted land in the parish; or
 - had his/her principal place of work in the parish; or
 - has lived within three miles (direct) of the parish.and not disqualified from being a Councillor by virtue of section 80 of the Local Government Act 1972, Part 2 of the Sexual Offences Act 2003 and Local

Government (Disqualification) Act 2022, or a Criminal Conviction, Section 34 of the Localism Act 2011.

4. Following receipt of applications, the next suitable Council meeting will have an agenda item 'To receive written applications for the office of parish Councillor and to co-opt a candidate to fill the existing vacancy'.

It is important to remember that the process must be transparent, fair and equitable. How the Council resolves to manage this process should be detailed here; for example:

5. Applications must be received at least seven days prior to a Full Council meeting as copies of the candidates' applications will be circulated to all Councillors by the Town Clerk, at least five clear days prior to the meeting of the Full Council, when the co-option will be considered. All such documents will be treated by the Town Clerk and all Councillors as Strictly Private and Confidential. Candidates will be sent a full agenda of the meeting at which they are to be considered for appointment, together with a copy of the Code of Conduct, Standing Orders and Financial Regulations of the Town Council, and this Co-option Policy.
6. The Council will consider all applications at a Full Council meeting and resolve to co-opt the most suitable candidate. All those who have submitted an application will be invited to attend a Town Council meeting to answer any questions that Members may have with regard to their application prior to resolving to co-opt the most suitable candidate.

NOTE:

The Council needs to be aware of the need for confidentiality in part of the co-option process. In the opinion of YLCA the part where candidates speak to the meeting is not prejudicial to the public interest, however where the Council is discussing the merits of candidates and inevitably their personal attributes etc, this could be prejudicial and so for this part of the process, we advise the Council to exclude members of the press and public (Public Bodies (Admission to Meetings) Act 1960). The Councillors must vote in the normal way, i.e. proposer, seconder, and vote by show of hands. Difficult though it may be because co-option is a very local issue, this part of the process is not prejudicial to the public interest and the public should be present for it.

7. Decisions of a local Council are normally made on a simple majority vote. The only occasion where this differs is in the co-option process. Where the Council has more than two applicants for one vacancy it will ensure that the successful applicant receives an absolute majority of the votes cast. The difference is that the person elected receives more votes than the others added together.

8. Where there is one candidate for one seat or any situation where the number of candidates is equal to the seats available, the Council must appoint the candidates as long as they are qualified to hold public office under Section 79 of the Local Government Act 1972 and are not disqualified as summarised at point 3.
9. The decision of Full Council is final, there is no appeal procedure
10. The successful candidate will sign a Declaration of Acceptance of Office before they can act as a parish Councillor.
11. The clerk will provide the new Councillor with the Council's adopted Code of Conduct.
12. The clerk will provide the new Councillor with the Council's Councillor induction pack.

Approved:

Review date: