



Colburn Town Council

Colburn Village Hall, Colburn, North Yorkshire, DL9 4LZ

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Office hours: Mon to Fri 9.00 – 14.00

Town Mayor
Colin Mincher

Deputy Mayor
Michelle Dunning

Town Clerk & RFO
Philippa Graves

Dear Councillor

You are summoned to attend the next meeting of Colburn Town Council to be held on **Monday 20th November 2023 at 6.30 pm** in the Village Hall.

Members of the public are most welcome to join and ask questions.

Philippa Graves (Clerk)

A G E N D A

1. To receive and note apologies from councillors who are unable to attend the meeting
2. To receive Councillor “declaration of interests”
3. To recommend **Approval of Minutes** of the Town Council meeting held on 16th Oct 2023 (attached) and the **Minutes of the Open Spaces Committee** held on Mon 13th November (circulated by email)
Matters Arising – to discuss matters arising from the minutes not otherwise on the agenda
4. To receive **monthly crime report** for Nov (circulated by email and at the meeting). Sgt Carl Lawson attending for questions and discussion
5. To receive information on **County Council matters** from County Councillor Kevin Foster
6. To receive **reports from Other Bodies including Colburn Community Sports Centre (attached) and Committees to include Current Planning applications:**
ZD23/00562/Outline Planning application for 25 Plots for Self & Custom-Build Residential development at land off James Lane Tunstall DL9 4LD (closed for comments 15th Nov 2023)
ZD23/00578/FULL Planning Permission for upvc conservatory to the rear of 5 Carlisle Walk, Colburn DL9 4BP (retrospective) (closing for comments 27th November 2023)
7. To discuss **Financial Matters:**
 - **Section 137 grant request for £1000 from Local Citizens Advice 2023-24** (provided in the budget 2023-24. Letter attached
 - The quote of **£248** from Veterans Woodcraft, Richmond, for a **new noticeboard** to be placed on the wall of the Village Hall (attached). **Section 137 grant 2023-24.**
 - The **Section 137 grant request from the Colburn Youth Project** for continued funding **2024-25** at a higher rate of **£8147** to cover a small pay increase for the staff (financial information attached)
 - The **Section 137 grant request for 2024-25 of £1500 from CRACCL, Catterick, Richmond & Colburn libraries**, towards the employment of an administrator to give support to the volunteers (report and accounts attached)
 - Check the **current pay scales** for Clerk LC2 band & Deputy Clerk LC1 band against the National Agreement and amend as required (information attached). **Closed session if members request a confidential discussion.**
 - Consider and discuss the **draft Precept budget 2024-25** prepared by the Clerk (attached). The final version will be presented at the meeting 18th December for ratification and publication on website
 - To approve **Payment/receipt List** from 16th Oct -20th Nov 2023 (circulated at meeting)
 - To receive October monthly figures with bank reconciliation (attached)
8. **Date of next Meeting: Mon 18th December commencing at 6.30 pm. PRECEPT SETTING**
9. Any other Business (Items for information only)

Date of posting: 13th Nov 2023

MINUTES OF EACH TOWN COUNCIL MEETING ARE AVAILABLE FOR PUBLIC INSPECTION AT THE WEBSITE www.colburntowncouncil.co.uk