

**MINUTES OF THE ANNUAL MEETING OF SELBY TOWN COUNCIL MONDAY 21 MAY 2018,  
at the TOWN HALL, YORK STREET, SELBY.**

**PRESENT:** Cllrs M Davis (Chair), F Mathews, G Harding, M Fagan, C Laskey, M Dyson,  
I Lawton, A J Thurlow, S Andrew, K Arthur, E Lambert.

**Contents**

1. Election of Mayor
2. Declaration of Acceptance of Office
3. Retiring Mayor's address
4. Apologies for Absence
5. Disclosure of Interest
6. Nomination of Deputy Mayor
7. Public participation period
8. Appointment of Committees
9. Appointment of Representatives on Outside Bodies
10. Signatories for Cheques
11. Year End Accounts and Appointment of External Auditor
12. Adoption of the Council's Standing Orders, Financial Regulations and Scheme of Delegation

**1. ELECTION OF MAYOR**

Council considered the election of the Mayor and Chair of Selby Town Council for the 2018/19 Municipal Year. Councillor E Lambert was nominated and seconded.

**RESOLVED: That Councillor E Lambert be appointed Mayor and Chair of Selby Town Council for the 2018/19 Municipal year.**

**2. DECLARATION OF ACCEPTANCE OF OFFICE**

The Mayor signed the Declaration of Acceptance of Office at the Annual Council meeting.

**3. RETIRING MAYOR'S ADDRESS**

Council considered the Retiring Mayor's Annual Report 2017/18. Councillor Dyson and Matthews thanked the Mayor for her work during 2017/18.

**RESOLVED: That**

**The retiring Mayor's Annual Report be approved.**

**4. APOLOGIES FOR ABSENCE**

C Dickinson, J Leake, S Shaw-Wright, J Shaw-Wright, G Lockley, W Nichols.

Council received the resignation of Cllr Antony Walker. The Mayor explained that he hadn't wanted to resign but due to his new position with the Fire Service he had to resign. The Mayor asked that the Clerk write to him to thank him for his work as a Councillor and to wish him well in the future.

**RESOLVED; That the resignation of Cllr Walker be accepted and the Clerk write to thank Mr Walker for his work as a Councillor.**

**5. DISCLOSURE OF INTEREST**

There were no Disclosures of Interest.

**6. NOMINATION OF DEPUTY MAYOR**

Consideration was given to nominations and to elect a Town Councillor as Deputy Mayor of Selby Town Council for the 2017/18 Municipal Year. Cllr C Laskey was nominated and seconded.

**RESOLVED: That Councillor C Laskey be elected as Deputy Mayor of Selby Town Council for the 2018/19 Municipal Year.**

**7. PUBLIC PARTICIATION PERIOD**

There were no members of the public present.

**8. APPOINTMENT OF COMMITTEES**

Council considered appointing Councillors to serve on the Council's Committees. Membership for 2018/19 below:

<b>Committee</b>	<b>Members</b>
Land and Property Committee	Mayor and Deputy Mayor Ex-Officio; (Mrs E Lambert and C Laskey), Ian Lawton, G Harding, S Shaw-Wright, Mrs M Fagan, Ms M Davis and F Matthews
Finance and Staffing Committee	Mayor and Deputy Mayor Ex-Officio; (Mrs E Lambert and C Laskey), K Arthur, G Harding, F Matthews, Mrs W Nichols, G Lockley, M Davis and S Shaw-Wright
Disciplinary Hearing Panel Members	The Chair of the Finance and Staffing Committee and Chair of Council to nominate members for the Hearing Panel and Appeals Panel
Town Hall Management Committee	F Matthews and Mrs J Shaw-Wright
Markets Working Group	Ms M Davis, C Laskey, M Fagan, Ms E Lambert and A J Thurlow
Digital Working Group	Ms M Davis, Mrs M Fagan, C Laskey, Ms G Lockley

## 10. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

Outside Bodies Representatives to be nominated, representatives for 2018/19 below:

Body	No of Cllrs	Representative
Selby Community Trust	5	Cllrs Ms S Andrew, Ms M Davis, Ms G Lockley, F Matthews, Mrs J Shaw-Wright
Selby United Charities	5	Cllrs Ms M Davis, Mrs M Fagan, F Matthews, Mrs J Shaw-Wright & non councillor Alice Prince
Rail Users Group	1	Cllr S Shaw-Wright
Age UK	1	Cllr A J Thurlow
RELATE	1	Vacant
Selby District AVS	1	Cllr Ms E Lambert
Yorkshire Local Councils Assoc.	2	Cllr Ms M Davis and the Clerk
Groundwork Selby	1	Cllr S Shaw-Wright
STEP	1	Cllr M Davis
CEF	3	Cllrs M Davis, F Matthews and S Shaw-Wright
Abbots Staith	1	Cllrs G Lockley
BIG LOCAL	1	Cllr M Davis

## 11. SIGNATORIES FOR CHEQUES

Consideration was given to the cheque signatories for the Town Council's accounts.

**Existing Signatories:** Cllrs Ms M Davis, Mrs J Shaw-Wright, A J Thurlow, E Lambert and M Dyson

**RESOLVED:** That the existing Signatories be approved: Cllrs Ms M Davis, Mrs J Shaw-Wright, A J Thurlow, E Lambert and M Dyson.

## 12. YEAR END ACCOUNTS AND APPOINTMENT OF EXTERNAL AUDITOR

12.1 Council considered authorising the completion of Section 1 of the Annual Governance and Accountability Return 2017/18, which the Clerk presented.

12.2 Council considered authorising the completion of Section 2 of the Annual Governance and Accountability Return 2017/18, presented by the Clerk.

The Clerk updated that since the Internal Auditor's visit there had been amendments to the figures in boxes 1, 7 and 8 for both 2016/17 and 2017/18 as the CCLA Property Fund £100,000 investment was added into these boxes and shown in box 9 (fixed assets plus long term investments). The correct figures are as follows:

Box	2016/17 £	Amended £	2017/18 £	Amended £
1	632,222	532,222	760,632	660,632
7	760,632	660,632	912,517	812,517
8	775,603	675,603	957,243	857,243

12.3 Council appointed Littlejohn LLP as the External Auditor for 2018/19.

**RESOLVED: That**

- (i) Approval of Section 1 of the Annual Governance and Accountability Return 2017/18 be given, which was signed and dated by the Chair and Clerk of the Town Council;**
- (ii) Approval of Section 2 of the Annual Return, Accounting Statements 2017/18 be given (amended version), which was signed by the Responsible Financial Officer and Chair of the Town Council; and**
- (iii) Littlejohn LLP be appointed as the Town Council's External Auditor for 2018/19.**

**13. ADOPTION OF THE COUNCILS STANDING ORDERS, FINANCIAL REGULATIONS AND SCHEME OF DELEGATION**

13.1 Council considered adopting the Standing Orders, Scheme of Delegation and Terms of Reference for committees of the Town Council. The Clerk updated that NALC had provided an amended MODEL Standing Order as new statutory requirements had been given. The Clerk would update the Town Council's Standing Order where amendments and new statutory requirements were needed and provide the amendments to Council on the 25 June 2018.

**RESOLVED: That**

- (i) The Standing Orders of the Town Council, Scheme of Delegation and Terms of Reference for Committees and Working Groups be approved; and**
- (ii) The Clerk provides the amendments with changes highlighted to the Standing Order for the Town Council to consider at the meeting on 25 June 2018 in accordance with the statutory requirements and information provided by NALC.**

13.2 Council considered adoption of the Financial Regulations of the Council. The Clerk updated that the information provided by NALC may impact on the Financial Regulations of the Town Council as well as the Standing Orders and any amendments would be provided at the Council meeting on the 25 June 2018.

**RESOLVED: That**

- (i) The Financial Regulations of the Council be approved; and**
- (ii) The Clerk provides amendments with changes highlighted of the Financial Regulations for the Town Council to consider at the meeting on 25 June 2018 in accordance with the statutory requirements and information provided by NALC.**

The meeting closed at 7.25pm.