

**Town Clerk
Mrs G Bell**

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15 May 2019

Dear Councillor

Annual Meeting of the Town Council – Monday 20 May 2019

You are hereby summoned to attend the **ANNUAL MEETING OF SELBY TOWN COUNCIL** which has been arranged for **MONDAY 20 MAY 2019**, commencing after the Annual Town Meeting **at the TOWN HALL, YORK STREET, SELBY.**

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended by Section 100A of the Local Government Act 1972, Schedule 12A the Public and press may attend the meeting.

Recording at Council Meetings Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to:- (i) the recording being conducted with the full knowledge of the Chairman of the meeting; and (ii) compliance with the Town Council's Recording of Meetings Policy. Anyone wishing to record must contact the Town Clerk prior to the start of the meeting. Any recording must be conducted openly and not in secret.

Yours sincerely

Clerk to the Council

To: All Town Councillors

A G E N D A

1. ELECTION OF MAYOR

To elect the Mayor and Chair of Selby Town Council for the 2019/20 Municipal Year.

2. DECLARATION OF ACCEPTANCE OF OFFICE

The Mayor to sign the declaration of acceptance of office at the Annual Council meeting.

3. RETIRING MAYOR’S ADDRESS

To consider the Mayor’s Annual Report 2018/19

4. APOLOGIES FOR ABSENCE

5. DISCLOSURE OF INTEREST

6. NOMINATION OF DEPUTY MAYOR

To consider nominations and to elect a Town Councillor as Deputy Mayor of Selby Town Council for the 2019/20 Municipal Year.

7. PUBLIC PARTICIATION PERIOD

8. APPOINTMENT OF COMMITTEES

To appoint Members to serve on the Council’s Committees. Membership for 2018/19 below:

Committee	Members
Land and Property Committee	Mayor and Deputy Mayor Ex-Officio; (Mrs E Lambert and M Rofidi), Ian Lawton, G Harding, S Shaw-Wright, Mrs M Fagan, Mrs M Davis and F Matthews
Finance and Staffing Committee	Mayor and Deputy Mayor Ex-Officio; (Mrs E Lambert and M Rofidi), K Arthur, G Harding, F Matthews, Ms G Lockley, Mrs W Nichols, 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

9. 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	Cllr G Lockley
BIG LOCAL	1	Cllr M Davis

10. SIGNATORIES FOR CHEQUES

To confirm cheque signatories for the Town Council's accounts and to complete and sign the "Change of Signatory Application Form" if necessary.

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

11. YEAR END ACCOUNTS AND APPOINTMENT OF EXTERNAL AUDITOR

- 11.1 To authorise the completion of Section 1 of the Annual Return – Annual Governance 1.2 To authorise the completion of Section 2 of the Annual Return, Accounting Statements 2018/19, to be signed by the Responsible Financial Officer and Chair of the Town Council meeting (Pages 5 to 12 attached), subject to confirmation from the Internal Auditor that there are no discrepancies with the figures presented.
- 11.2 To appoint Yorkshire Internal Audit Services as the Internal Auditor for 2019/20.
- The fee for the Internal Auditor is £335 per visit (3 visits per year) or £320 per visit for each of the 2 years 19/20, 20/21.
- 11.3 To appoint Littlejohn LLP as the External Auditor for 2019/20.

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

- 12.1 To consider adoption of the Standing Orders of the Town Council. To consider adoption of the Scheme of Delegation and Terms of Reference for committees. (Pages 13 to 34 attached)
- 12.2 To consider adoption of the Financial Regulations of the Council. (Pages 35 to 46 attached)