

**MINUTES OF THE PROCEEDINGS OF THE ANNUAL MEETING OF SELBY TOWN COUNCIL
HELD ON MONDAY 20 MAY 2019 AT THE TOWN HALL, YORK STREET, SELBY**

PRESENT: Cllrs E Lambert (Mayor), M Rofidi, L Rofidi, J Shaw-Wright, K Arthur, I Lawton, M Davis, M Dyson, M Fagan, S Shaw-Wright, C Laskey, S Cahill, K Franks, S Andrew and J Proud.

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1 ELECTION OF MAYOR

Council considered the election of the Mayor and Chair of Selby Town Council for the 2019/20 Municipal Year. Councillor Malik Rofidi was nominated and seconded.

RESOLVED: That Councillor Malik Rofidi be appointed Mayor and Chair of Selby Town Council for the 2019/20 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 2018/19. Councillor Dyson proposed a vote of thanks to Cllr Lambert for her work during 2017/18. This was agreed.

RESOLVED: That

The retiring Mayor's Annual Report be approved.

4 APOLOGIES FOR ABSENCE

Cllrs G Harding & F Matthews.

5 DISCLOSURE OF INTEREST

There were no disclosures of interest.

6 NOMINATION OF DEPUTY MAYOR

Council considered nominations and election of a Town Councillor as Deputy Mayor of Selby Town Council for the 2019/20 Municipal Year.

RESOLVED: That Cllr M Dyson be proposed as Deputy Mayor of Selby Town Council for the 2019/20 Municipal Year. This was seconded and approved.

7 PUBLIC PARTICIATION PERIOD

There were no members of the public present.

8 APPOINTMENT OF COMMITTEES

Consideration was given to the appointment Members to serve on the Council's Committees.

RESOLVED: That the following members be appointed to serve on the Town Council Committees for the 2019/20 municipal year.

| Committee | Members |
|------------------------------------|--|
| Land and Property Committee | Mayor and Deputy Mayor Ex-Officio; (M Rofidi, M Dyson), G Harding, S Shaw-Wright, Mrs M Fagan, Mrs M Davis (Chair), K Franks (Vice Chair), I Lawton and F Matthews |
| Finance and Staffing Committee | Mayor and Deputy Mayor Ex-Officio; (M Rofidi & M Dyson), F Matthews (Chair), Mrs W Nichols, M Davis, C Laskey (Vice Chair), L Rofidi, S Cahill 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, S Cahill, G Harding and Mrs J Shaw-Wright |
| Markets Working Group | Ms M Davis, C Laskey, M Fagan, J Shaw-Wright and K Franks |
| Digital Working Group | Ms M Davis, M Rofidi, Mrs M Fagan and C Laskey. |

9 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

Consideration was given to nominating representatives on Outside Bodies for 2019/20.

| Body | No of Cllrs | Representative |
|---------------------------------|-------------|--|
| Selby Community Trust | 5 | Cllrs Ms S Andrew, Ms M Davis, F Matthews, Mrs J Shaw-Wright and S Cahill |
| Selby United Charities | 5 | Cllrs Ms M Davis, Mrs M Fagan, F Matthews, Mrs J Shaw-Wright and L Rofidi. |
| Rail Users Group | 1 | Cllr G Harding |
| Age UK | 1 | Cllr E Lambert |
| Selby District AVS | 1 | Cllr K Franks |
| 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 |
| BIG LOCAL | 1 | Cllr M Davis |

RESOLVED: That the abovementioned Councillors be nominated as Town Council representatives for 2019/20.

10 SIGNATORIES FOR CHEQUES

Consideration was given to cheque signatories for the Town Council's accounts and to complete and sign the "Change of Signatory Application Form".

RESOLVED: That the signatories for the Town Council's account be as follows;

Cllrs Ms M Davis, Mrs J Shaw-Wright, K Franks, E Lambert and M Dyson.

11 YEAR END ACCOUNTS AND APPOINTMENT OF EXTERNAL AUDITOR

- 11.1 Council considered authorising the completion of Section 1 of the Annual Governance 1.2 and Accountability Return 2018/19, as presented by the Clerk.
- 11.2 Council considered authorising the completion of Section 2 of the Annual Governance and Accountability Return 2018/19, as presented by the Clerk.
- 11.3 Council considered appointing Yorkshire Internal Audit Services as the Town Council's Internal Auditor for 2019/20.

The fee for the Internal Auditor was £335.00 per visit (3 visits a year) or £320.00 per visit if it was agreed to appoint Yorkshire Internal Audit Services for the Financial Years 2019/20 and 2020/21.

11.4 Council considered appointing Littlejohn LLP as the External Auditor for 2019/20.

RESOLVED: That

- (i) **Approval of Section 1 of the Annual Governance and Accountability Return 2018/19 be given, which was signed and dated by the Chair and Clerk to the Town Council;**
- (ii) **Approval of Section 2 of the Annual Return, Accounting Statements 2018/19 be given, which was signed by the Clerk and Chair of the Town Council;**
- (iii) **Yorkshire Internal Audit Services be appointed as the Town Council's Internal Auditor for the financial years 2019/20 and 2020/21, at a cost of £320 per occasion;**
- (iv) **Littlejohn LLP be appointed as the Town Council's External Auditor for 2018/19; and**
- (v) **The Clerk arrange to go out to tender in 2021 for the Town Council's Internal Audit provision.**

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

12.1 Council considered adoption the Standing Orders of the Town Council and the Scheme of Delegation and Terms of Reference for Committees and Working Groups.

RESOLVED: That the Standing Orders of the Town Council, Scheme of Delegation and Terms of Reference for Committees and Working Groups be approved

12.2 Council considered the adoption of the Financial Regulations of the Town Council.

RESOLVED: That the Financial Regulations of the Town Council be approved.
