

**Town Clerk  
Mrs G Bell**

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19 May 2020

Dear Councillor

### **Annual Meeting of the Town Council – Tuesday 26 May 2020**

You are hereby summoned to attend the **ANNUAL MEETING OF SELBY TOWN COUNCIL** which has been arranged to be held **on line** on **Tuesday 26 May 2020 at 7.00pm**

**LOG IN – The login details have been emailed to you.**

*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

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## **A G E N D A**

### **1. ELECTION OF MAYOR**

To elect the Mayor and Chair of Selby Town Council for the 2020/21 Municipal Year.

### **2. DECLARATION OF ACCEPTANCE OF OFFICE**

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

**3. RETIRING MAYOR’S ADDRESS**

To consider the Mayor’s Annual Report 2019/20

**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 2020/21 Municipal Year.

**7. PUBLIC PARTICIATION PERIOD**

**8. APPOINTMENT OF COMMITTEES**

To appoint Members to serve on the Council’s Committees. Membership for 2019/20 below:

<b>Committee</b>	<b>Members</b>
Land and Property Committee	Mayor and Deputy Mayor Ex-Officio; (M Rofidi and M Dyson), G Harding, S Shaw-Wright, Mrs M Fagan, Mrs M Davis, K Franks and F Matthews
Finance and Staffing Committee	Mayor and Deputy Mayor Ex-Officio; (M Rofidi and M Dyson), F Matthews, Mrs W Nichols, M Davis, C Laskey, 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

Outside Bodies Representatives to be nominated, representatives for 2019/20 below:

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 & L Rofidi
Rail Users Group	1	Cllr G Harding
Age UK	1	Cllr Mrs 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 Ms M Davis
CEF	3	Cllrs Ms M Davis, F Matthews and S Shaw-Wright
BIG LOCAL	1	Cllr M Davis

## 10. SIGNATORIES FOR CHEQUES

To confirm cheque signatories for the Town Council's accounts.

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

## 11. YEAR END ACCOUNTS AND CONFIRMATION OF APPOINTMENT OF EXTERNAL AUDITOR

- 11.1 To note that The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 related to local council audit timeframes were published on 7 April and came into force on 30 April 2020. These extend the statutory audit deadlines for 2019/20. In brief the timeframes are now:

This year, the period of public rights will need to have started by the first working day of September; and

The deadline for the publishing of audited accounts is moved to 30 November (from 30 September)

The year-end accounts are yet to be finalised and audited by the Internal Auditor. These will be brought to a meeting no later than 27 July 2020

- 11.2 To note Littlejohn LLP were previously appointed the External Auditor for 2020/21.

**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 5 to 26 attached)

12.2 To consider adoption of the Financial Regulations of the Council. (Pages 27 to 38 attached)

**13. DATE OF NEXT MEETING**

Monday 1 June 2020	Land & Property Committee
Monday 29 June 2020	Council
Monday 13 July 2020	Finance & Staffing Committee
Monday 27 July 2020	Council