

Town Clerk  
Mrs G Bell

Tel No 01757 708449  
E-Mail: [g.bell@selbytowncouncil.gov.uk](mailto:g.bell@selbytowncouncil.gov.uk)



12 May 2026

Dear Councillor

Selby Town Council,  
The Town Hall,  
York Street  
Selby YO8 4AJ  
Tel: 01757 708449  
Email:  
[admin@selbytowncouncil.gov.uk](mailto:admin@selbytowncouncil.gov.uk)

### **Annual Meeting of the Town Council – Monday 18 May 2026**

You are hereby summoned to attend the meeting of the **ANNUAL MEETING OF SELBY TOWN COUNCIL** which has been arranged for **MONDAY 18 MAY 2026**, 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.*

*To ensure that all matters on this agenda are given due consideration we would ask councillors not to use IT equipment during council meetings for non-meeting activities.*

Yours sincerely

*G Bell*

Clerk to the Council

To: All Town Councillors

---

## **AGENDA**

### **1 ELECTION OF THE MAYOR**

To **consider** nominations and elect the Mayor and Chair of Selby Town Council for the 2026/27 Municipal Year.

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

The Mayor to sign the declaration of acceptance of office.

### **3 RETIRING MAYOR'S ADDRESS**

To **consider** the Mayor's Annual Report 2025/26. (Pages 6 and 7 attached).

### **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 2026/27 Municipal Year.

### **7 PUBLIC PARTICIPATION PERIOD**

### **8 APPOINTMENT OF COMMITTEES**

To **appoint** Members to serve on the Council's Committees. Membership for 2025/26 below:

<b>Committee</b>	<b>Members</b>
Land and Property Committee	Mayor and Deputy Mayor Ex-Officio; (J Proud and S Shaw-Wright), M Davis, F Matthews, I Lawton, R Harrison, S Andrew, K Franks and M Dyson
Finance and Staffing Committee	Mayor and Deputy Mayor Ex-Officio; (J Proud and S Shaw-Wright), M Davis, F Matthews, C Laskey, S Andrew, M Dyson, W Nichols and T Beharrell
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 Shaw-Wright, R Harrison and C Laskey
Markets Working Group	M Davis, K Franks, T Beharrell and K Arthur
Digital Working Group	C Laskey, R Pope, M Davis and T Beharrell
Health, Safety and Welfare Working Group	C Laskey, K Franks, J Proud and G Lockley
Environment Committee	Mayor and Deputy Mayor Ex-Officio; (J Proud and S Shaw-Wright), M Davis, F Matthews, S Andrew, R Harrison, R Pope and T Beharrell

## 9 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

To **nominate** representatives to Outside Bodies. Representatives for 2025/26 below.

Body	No of Cllrs	Representative
Selby Community Trust	5	Cllrs S Andrew, M Davis, F Matthews, G Lockley and K Franks
Selby United Charities	5	Cllrs M Davis, F Matthews, W Nichols J Proud and J Shaw-Wright
Rail Users Group	1	Cllr S Shaw-Wright
Up For Yorkshire (Previously Selby District AVS)	1	Cllr C Laskey
Yorkshire Local Council Ass.	2	Cllr M Davis and the Clerk
BIG LOCAL	1	Cllr M Davis

## 10 SIGNATORIES FOR CHEQUES AND DIRECT BANK PAYMENTS

10.1 To **confirm** cheque/direct bank payment signatories for the Town Council's accounts.

**Existing signatories: Cllrs M Davis, M Dyson and K Franks.**

## 11 YEAR END ACCOUNTS AND APPOINTMENT OF INTERNAL AND EXTERNAL AUDITORS

11.1 To **receive** and **consider** the report of the Internal Auditor and the signed section of the Annual Return (Pages 8 and 9 attached).

- 11.2 To **note** Sancton Accounting Services were appointed at the Council meeting held on 26 February 2024 for two years (2024-25 and 2025-26) with two visits per annum, including the year end visit, at a cost of £1,390 per year. The Clerk has requested a quotation for the years 2026-27 and 2027-28.
- 11.3 To **authorise** the completion of Section 1 of the Annual Return – Annual Governance Statement 2025/26, to be completed and signed and dated by the Chair and Clerk of the Town Council. (Page 10 attached).

To **note** the Finance and Staffing committee considered the Annual Governance Statement 2025/26 at their meeting held on 11 May 2026.

**RECOMMENDATIONS TO COUNCIL THAT:**

- i. **Assertions 1 to 8 had been met,**
- ii. **Assertion 9 was not applicable, and**
- iii. **Assertion 10 had not been met (the website did not meet Standard WCAG 2.1AA)**

- 11.4 To **authorise** the completion of Section 2 of the Annual Return, Accounting Statements 2025/26, to be signed by the Responsible Financial Officer and Chair of the Town Council meeting (Page 11 attached).

To **note** the Finance and Staffing Committee considered the Accounting Statements 2025/26 at their meeting on 11 May 2026.

**RECOMMENDATIONS TO COUNCIL THAT: The Accounting Statements 2025/26 be approved.**

- 11.5 To **note** the confirmation of appointment of Littlejohn LLP as the External Auditor for 2026/27 by the Smaller Authority Audit Appointments.

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

- 12.1 To **consider** adoption of the Financial Regulations of the Council. The Clerk has reviewed the Financial Regulations and recommends that no amendments are necessary at this time, as there have been no changes in the relevant legislation. (Pages 12 to 32 attached).
- 12.2 To **consider** adoption of the Standing Orders of the Town Council. The Clerk has reviewed the Standing Orders and recommends that no amendments are necessary at this time. (Pages 33 to 51 attached).

12.3 To **consider** adoption of the Scheme of Delegation and Terms of Reference for committees. The Clerk has reviewed the documents and suggests no changes. (Pages 52 to 62 attached).

### **13 MAYORS ALLOWANCE**

To **approve** the Mayors Allowance payment of £1,600 to be paid, as per the 2026/27 approved budget.