# MINUTES OF THE PROCEEDINGS OF THE MEETING OF SELBY TOWN COUNCIL ANNUAL MEETING HELD MONDAY 18 MAY 2026 AT THE TOWN HALL, YORK STREET, SELBY

**PRESENT:** Cllrs M Dyson, T Beharrell, I Lawton, S Shaw-Wright, F Matthews, M Davis, C Laskey, S Andrew, R Harrison, J Proud, A Stephenson, C Middlebrook and M Lawton.

## 1 ELECTION OF THE MAYOR

Consideration was given to the election of the Mayor and Chair of Selby Town Council for the 2026/27 Municipal Year.

Cllr S Shaw-Wright was nominated and seconded.

## 2 DECLARATION OF ACCEPTANCE OF OFFICE

The Mayor signed the declaration of acceptance of office.

## 3 RETIRING MAYOR'S ADDRESS

The Mayor's Annual Report was noted.

Cllr Matthews thanked Cllr Proud for the work he has done whilst being mayor.

## 4 APOLOGIES FOR ABSENCE

Cllrs K Franks, K Arthur, R Pope and H Davis.

## 5 DISCLOSURE OF INTEREST

There were no disclosures of interest.

## 6 NOMINATION OF DEPUTY MAYOR

Consideration was given to the election of a Town Councillor as Deputy Mayor of Selby Town Council for the 2026/27 Municipal Year.

Cllr R Harrison was nominated and seconded.

## 7 PUBLIC PARTICIPATION PERIOD

There were no public questions.

## 8 APPOINTMENT OF COMMITTEES

| Committee | Members |
|---|---|
| Land and Property Committee | Mayor and Deputy Mayor Ex-Officio; (S Shaw-Wright and R Harrison), M Davis, F Matthews, I Lawton, R Pope, S Andrew, K Franks and M Dyson |
| Finance and Staffing Committee | Mayor and Deputy Mayor Ex-Officio; (S Shaw-Wright and R Harrison), 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 J Proud |
| 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 S Shaw-Wright |
| Environment Committee | Mayor and Deputy Mayor Ex-Officio; (S Shaw-Wright and R Harrison), M Davis, F Matthews, S Andrew, A Stephenson, R Pope and T Beharrell |

## 9 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

| Body | No of Cllrs | Representative |
|---|---|---|
| Selby Community Trust | 5 | Cllrs S Andrew, M Davis, F Matthews, K Franks and 1 vacancy |
| Selby United Charities | 5 | Cllrs M Davis, F Matthews, R Harrison, C Laskey and J Shaw-Wright |
| Rail Users Group | 1 | Cllr J Proud |
| Up For Yorkshire (Previously Selby District AVS) | 1 | Cllr C Laskey |
| Yorkshire Local Council Ass. | 2 | Cllr M Davis and the Clerk |
| Our Space (previously Big Local) | 1 | Cllr M Davis |

## 10 SIGNATORIES FOR CHEQUES AND DIRECT BANK PAYMENTS

10.1 Consideration was given to cheque/direct bank payment signatories for the Town Council's accounts.

**RESOLVED: That the signatories for the Town Councils accounts be as follows:**

**Cllrs M Davis, M Dyson and K Franks.**

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

It was noted that the Finance and Staffing committee considered the Annual Governance and Accountability Return at their meeting held on 11 May 2026 and made the following recommendations to Council.

**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)**

11.1 Consideration was given to the report of the Internal Auditor for 2025/26 and the signed section of the Annual Return. It was noted that Sancton Accounting Services were appointed in March 2024 for the periods 24/25 and 25/26.

**RESOLVED: That the report of the Internal Auditor was noted.**

11.2 It was noted that the Clerk has requested a quotation for the years 2026/27 and 2027/28 from Sancton Accounting Services.

**RESOLVED: That the update was noted.**

11.3 Council considered authorising the completion of Section 1 of the Annual Return – Annual Governance Statement 2025/26, as presented by the Clerk.

**RESOLVED: That approval of Section 1 of the Annual Governance Statement 2025/26 be given, which was signed and dated by the Chair and Clerk to the Town Council.**

11.4 Council considered authorising the completion of Section 2 of the Annual Return - Accounting Statements 2025/26, as presented by the Clerk.

**RESOLVED: That the approval of Section 2 of the Annual Return – Accounting Statements 2025/26 be given, which was signed by the Chair and the Clerk to the Town Council.**

11.5 It was noted that the Clerk confirmed the appointment of Littlejohn LLP as the External Auditor for 2025/26 by the Smaller Authority Audit Appointments.

**RESOLVED: That the confirmation was noted.**

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

12.1 Consideration was given to the 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.

**RESOLVED: That the Financial Regulations of the Town Council are approved.**

12.2 Consideration was given to the 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.

**RESOLVED: That the Standing Orders of the Town Council are approved.**

12.3 Consideration was given to the adoption of the Scheme of Delegation and Terms of Reference for committees. The Clerk has reviewed the documents and suggests no changes.

**RESOLVED: That the Scheme of Delegation and Terms of Reference be approved.**

## 13 MAYORS ALLOWANCE

Consideration was given to the approval of the Mayors Allowance payment of £1,600 to be paid, as per the 2026/27 approved budget.

**RESOLVED: That the payment of the Mayors Allowance of £1,600 be approved.**