



**MINUTES OF THE PROCEEDINGS OF SELBY TOWN COUNCIL
HELD ON MONDAY 20 MAY 2024 AT THE TOWN HALL, YORK
STREET, SELBY.**

PRESENT: Cllrs M Dyson, C Middlebrook, K Arthur, T Beharrell, S Shaw-Wright, J Proud, M Davis, W Nichols, C Laskey, S Andrew, F Matthews and K Franks

1 ELECTION OF THE MAYOR

Consideration was given to the election of the Mayor and Chair of Selby Town Council for the 2024/25 Municipal Year.

Cllr F Matthews was nominated and seconded.

Cllr F Matthews thanked Cllr K Franks and his wife for the work that they have done whilst serving as Mayor.

RESOLVED: That Cllr F Matthews be appointed Mayor and Chair of Selby Town Council for the 2024/25 Municipal Year.

2 DECLARATION OF ACCEPTANCE OF OFFICE

The Mayor signed the declaration of office.

3 RETIRING MAYOR'S ADDRESS

The Mayors report was noted.

Cllr K Franks thanked council members for the opportunity to serve as Mayor, Cllr F Matthews for stepping in when Cllr k Franks was unavailable and the Town Council staff for their work in organising the events that the Town Council hold.

4 APOLOGIES FOR ABSENCE

Cllrs R Harrison, H Davis and J Shaw-Wright.

5 DISCLOSURE OF INTEREST

Cllr F Matthews declared an interest in item 13.

6 NOMINATION OF DEPUTY MAYOR

Consideration was given to the election of a Town Councillor as Deputy Mayor of Selby Town Council for the 2024/25 Municipal Year.

Cllr J Proud was nominated and seconded.

RESOLVED: That Cllr J Proud be appointed as Deputy Mayor of Selby Town Council for the 2024/25 Municipal Year.

7 PUBLIC PARTICIPATION PERIOD

There were no members of the public present.

8 APPOINTMENT OF COMMITTEES

| Committee | Members |
|---|---|
| Land and Property Committee | Mayor and Deputy Mayor Ex-Officio; (F Matthews and J Proud), M Davis, S Shaw-Wright, I Lawton, K Franks, R Harrison, S Andrew and M Dyson |
| Finance and Staffing Committee | Mayor and Deputy Mayor Ex-Officio; (F Matthews and J Proud), M Davis, S Shaw-Wright, 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, J Shaw-Wright, S Shaw-Wright and G Lockley and C Laskey |
| Markets Working Group | M Davis, J Shaw-Wright, K Franks, T Beharrell and K Arthur |
| Digital Working Group | C Laskey, G Lockley, M Davis and T Beharrell |
| Health, Safety and Welfare Working Group | C Laskey, K Franks, J Proud and G Lockley |
| Environment Committee (Formed in February 2024) | Mayor and Deputy Mayor Ex-Officio; (F Matthews and J Proud), M Davis, I Lawton, S Andrew, R Harrison, H Davis 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, G Lockley and K Franks |
| Selby United Charities | 5 | Cllrs M Davis, F Matthews, J Shaw-Wright, W Nichols and J Proud |
| 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 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, J Shaw-Wright, M Dyson and K Franks.

11 YEAR END ACCOUNTS AND APPOINTMENT OF INTERNAL AND EXTERNAL AUDITORS

11.1 Consideration was given to the report of the Internal Auditor for 2023/24 and the signed section of the Annual Return.

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

11.2 It was noted that 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.

RESOLVED: That the update was noted.

11.3 Council considered authorising the completion of Section 1 of the Annual Return – Annual Governance Statement 2023/24, as presented by the Clerk.

RESOLVED: That approval of Section 1 of the Annual Governance Statement 2023/24 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 2023/24, as presented by the Clerk.

RESOLVED: That the approval of Section 2 of the Annual Return, Accounting Statements 2023/24 be given, which was signed and dated by the Chair and Clerk to the Town Council.

- 11.5 It was noted that the Clerk confirmed the appointment of Littlejohn LLP as the External Auditor for 2023/24 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 Town Council.

RESOLVED: That the Financial Regulations of the Town Council are approved pending a review.

- 12.2 Consideration was given to the adoption of the Standing Orders of the Town Council.

The Clerk advised council that this document needs to be compared to the NALC policy to confirm that all points are included.

Council agreed to adopt the Standing Orders pending a review.

RESOLVED: That the Standing Orders of the Town Council are approved pending a review.

- 12.3 Consideration was given to the adoption of the Scheme of Delegation and Terms of Reference for committees.

The following amendment was approved:

- i. To add Health and Safety into the Terms of Reference.

RESOLVED: That the Scheme of Delegation and Terms of Reference be approved with the abovementioned amendments.

13 MAYORS ALLOWANCE

Consideration was given to the approval of the Mayors Allowance payment of £1,600 to be paid, as per the 2024/25 approved budget.

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