

**Town Clerk  
Mrs G Bell**

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13 May 2025

Dear Councillor

### **Annual Meeting of the Town Council – Monday 19 May 2025**

You are hereby summoned to attend the meeting of the **ANNUAL MEETING OF SELBY TOWN COUNCIL** which has been arranged for **MONDAY 19 MAY 2025**, 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

*GBell*

Clerk to the Council

To: All Town Councillors

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## AGENDA

### 1 ELECTION OF THE MAYOR

To **consider** nominations and elect the Mayor and Chair of Selby Town Council for the 2025/26 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 2024/25. (Pages 5 to 6 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 2025/26 Municipal Year.

### 7 PUBLIC PARTICIPATION PERIOD

### 8 APPOINTMENT OF COMMITTEES

To **appoint** Members to serve on the Council's Committees. Membership for 2024/25 below:

Committee	Members
Land and Property Committee	Mayor and Deputy Mayor Ex-Officio; (F Matthews and J Proud), M Davis, S Shaw-Wright, I Lawton, R Harrison, S Andrew, K Franks 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	F Matthews, S Shaw-Wright and G Lockley and

Committee	C Laskey
Markets Working Group	M Davis, 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

To **nominate** representatives to Outside Bodies. Representatives for 2024/25 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 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 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

To **note** the Finance and Staffing committee considered the Annual Governance and Accountability Return at their meeting held on 12 May 2025 and recommended to Council to approve the Annual Governance Statement and the Accounting Statement.

11.1 To **receive** and **consider** the report of the Internal Auditor (Report to be tabled). And the signed section of the Annual Return (Page 7 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.
- 11.3 To **authorise** the completion of Section 1 of the Annual Return – Annual Governance Statement 2024/25, to be completed and signed and dated by the Chair and Clerk of the Town Council (Page 8 attached).
- 11.4 To **authorise** the completion of Section 2 of the Annual Return - Accounting Statements 2024/25, to be signed by the Chair of the Town Council meeting. To note that Section 2 was signed by the Responsible Finance Officer on the day of completion, the 22 April 2025. (Page 9 attached).
- 11.5 To **note** the confirmation of appointment of Littlejohn LLP as the External Auditor for 2024/25 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 updated Item 5 to reflect the Procurement Regulations 2024 (Pages 10 to 30 attached).
- 12.2 To **consider** adoption of the Standing Orders of the Town Council. The Clerk has updated item 15.3 to better reflect the Code of Conduct requirements, and item 19 to reflect the Procurement legislation and to ensure consistency with the Model NALC Financial Regulations (Pages 31 to 50 attached).
- 12.3 To **consider** adoption of the Scheme of Delegation and Terms of Reference for committees. The Clerk has not suggested any changes to these. (Pages 51 to 61 attached).

## **13 MAYORS ALLOWANCE**

To **approve** the Mayors Allowance payment of £1,600 to be paid, as per the 2025/26 approved budget.