



# **MINUTES OF THE PROCEEDINGS OF THE MEETING OF SELBY TOWN COUNCIL ANNUAL MEETING HELD MONDAY 19 MAY 2025 AT THE TOWN HALL, YORK STREET, SELBY**

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

## **1 ELECTION OF THE MAYOR**

Consideration was given to the election of the Mayor and Chair of Selby Town Council for the 2025/26 Municipal Year.

Cllr J Proud was nominated and seconded.

**RESOLVED:** That Cllr J Proud be appointed Mayor and Chair of Selby Town Council for the 2025/26 Municipal Year.

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

The Mayor signed the declaration of office.

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

The Mayor's Annual Report was noted.

Cllr F Matthews thanked council members and the Town Council staff for the work that they do for the Town Council.

Cllr S Shaw-Wright thanked Cllr F Matthews for the work he has done whilst being Mayor, as well as all the other work that he does for the Town Council supporting events and committees.

## **4 APOLOGIES FOR ABSENCE**

Cllr K Franks.

## **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 2025/26 Municipal Year.

Cllr S Shaw-Wright 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; (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

| 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 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 12 May 2025 and recommended to Council to approve the Annual Governance Statement and the Accounting Statement.

- 11.1 Consideration was given to the report of the Internal Auditor for 2024/25 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 2024/25, as presented by the Clerk.

**RESOLVED: That approval of Section 1 of the Annual Governance Statement 2024/25 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 2024/25, as presented by the Clerk.  
It was noted that Section 2 was signed by the Responsible Finance Officer on the day of completion, the 22 April 2025.

**RESOLVED: That the approval of Section 2 of the Annual Return – Accounting Statements 2024/25 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 2024/25 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.

It was noted that the Clerk has updated Item 5 to reflect the Procurement Regulations 2024.

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

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

It was noted that 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.

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

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

It was noted that the Clerk has not suggested any changes to these.

**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 2025/26 approved budget.

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