**MINUTES OF THE ANNUAL MEETING OF NORMANTON TOWN COUNCIL**

**Held on Tuesday 14th May 2019 at 6:30pm at Normanton Town Hall**

**Present:** Councillor Mrs C. Appleyard

Councillor D. Appleyard – Deputy Mayor

Councillor R. Best

Councillor Miss J. Botterill

Councillor Miss J. Farrar - Mayor

 Councillor S. Hudson

 Councillor F.D. Jones

 Councillor Mrs F. Marchant

 Councillor Mrs L. Masterman

Councillor B. Mayne

 Councillor Mrs P. Mayne

 Councillor Ms J. Medford

 Councillor Mrs A. Moran

 Councillor Mrs C. Moran, BEM

Councillor R. Seal

Councillor D. South

Councillor A. Wassell

Councillor W. Wood

**1. Election of Mayor**

RESOLVED that Councillor Josie Farrar be appointed to the position of Mayor for the 2019/20 municipal year.

Upon confirmation of the appointment, the Mayor signed the declaration of acceptance of office.

**2. Election of Deputy Mayor**

RESOLVED that Councillor David Appleyard be appointed to the position of Deputy Mayor for the 2019/20 municipal year.

Upon confirmation of the appointment, the Deputy Mayor signed the declaration of acceptance of office.

The meeting was then adjourned briefly to enable the newly appointed Mayor and Deputy Mayor to be presented with the chains of office.

**3. Apologies**

RESOLVED that the apologies be received and reasons approved on behalf of Councillor Mrs E. Blezard, Councillor Mrs H.W. Jones, Councillor K. Wilson, JP and Councillor Mrs A. Wood.

**4. Mayors Announcements**

The Mayor welcomed everyone to the meeting and extended a warm welcome to the new Councillors who were attending their first meeting.

The Mayor introduced her Chaplain, Reverend Alan Murray who led the Council in prayers.

The Mayor expressed thanks to Councillor F.D. Jones for his hard work as Mayor over the last twelve months.

A report was circulated detailing the Mayors engagements for the coming month.

RESOLVED that the list of Mayors engagements be received.

Councillor Mrs C. Moran, BEM, welcomed the new Councillors and made reference to the Councillors who had chosen not to stand at the election and gave thanks for their service. She also gave thanks to two former Councillors who had passed away during their term of office, Councillor Barry Smith and Councillor Mary Vickers who will be sadly missed.

**5. Members Declarations of Interest**

Members were reminded of the requirement to make an appropriate declaration at the meeting on any item(s) in which they had an interest in accordance with the code of conduct.

The following declarations were made:

Councillor A. Wassell

Non-Pecuniary Interest

Planning

Councillor W. Wood

Pecuniary Interest

Planning

**6. Requests for** **Dispensation**

The following members submitted requests for Dispensation to discuss and vote on the precept.

Councillor Mrs C. Appleyard, Councillor D. Appleyard, Councillor R. Best, Councillor Mrs E. Blezard, Councillor J. Farrar,  Councillor S. Hudson, Councillor F.D. Jones, Councillor Mrs H.W. Jones, Councillor Mrs F. Marchant, Councillor Mrs L. Masterman, Councillor B. Mayne, Councillor Mrs P. Mayne, Councillor Ms J. Medford, Councillor Mrs A. Moran, Councillor Mrs C. Moran, Councillor R. Seal, Councillor D. South, Councillor A. Wassell, Councillor Mrs A. Wood, Councillor W. Wood.

RESOLVED that the dispensation requests be granted on the grounds that without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business.

**7. Minutes of Council Meeting**

RESOLVED that the minutes of a meeting of Normanton Town Council held on Tuesday 9th April 2019 (Minute Numbers 157-173; Pages 56-59) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor S. Hudson / Seconded by Councillor Mrs C. Moran, BEM)

**8. Minutes – Special Projects Committee**

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 10th April 2019 (Minute Numbers 39-42; Pages 39-43) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor D. Appleyard / Seconded by Councillor Mrs P. Mayne)

**9. Review of Committees and Working Groups**

A report was circulated on the Town Council’s Committees and Sub Committees.

It was recommended that the following Committees and Working Groups be adopted:

Allotments Committee

Finance Committee

Staffing Committee

Highways and Environment Committee

Property Management Committee

Special Projects Committee

General Purposes Committee

Local Business Working Group

Public Toilets Working Group

Consultation Working Group

Allotments Working Group

RESOLVED that the Committees and Working Groups set out above be approved.

**10. Review of Delegated Powers**

A detailed Scheme of Delegation was circulated which set out delegation of authority to the Council’s Committees and Staff.

RESOLVED that the scheme of Delegation be approved.

**11. Terms of Reference**

The Terms of Reference for each Committee and Working Group was circulated.

RESOLVED that the Terms of Reference be approved.

**12. Nominations to Committees**

The list of nominations to Committees and Working Groups was circulated.

RESOLVED that the Committee and Working Group appointments be approved.

**13. Appointments to Outside Bodies**

The list of nominations to Outside Bodies was circulated.

RESOLVED that the Outside Bodies appointments be approved.

**14. Review of Standing Orders**

A report was circulated on the Standing Orders which recommended no further changes.

RESOLVED that the Council’s Standing Orders be approved in their current form.

**15. Review of Financial Regulations**

A report was circulated on the Financial Regulations with a number of small alterations recommended in line with operating practices.

RESOLVED that the Financial Regulations be approved with the following amendments:

1. FR4.5 limit increased to £1,000 in respect of expenditure in an emergency under Clerks authority;
2. FR6.9 to include reference to online banking in respect of electronic payments;
3. FR6.18 limit increased to £1,000 in respect of maximum card transaction value;
4. FR6.21 (b) that loose change may be banked into Petty Cash where the paying in branch will not accept it;
5. FR11.1 To include IT Support in respect of specialist services.

**16. Councillors with Special Responsibilities**

RESOLVED that the list of Councillors with special responsibilities be approved.

**17. Complaints Procedure**

RESOLVED that the Complaints Procedure be reviewed and approved.

**18. Freedom of Information**

RESOLVED that the Freedom of Information Policy be reviewed and approved.

**19. Data Protection**

RESOLVED that the Data Protection Policy be reviewed and approved.

**20. Recording at Town Council Meetings**

RESOLVED that the Policy for Recording at Town Council Meetings be reviewed and approved.

**21. Press & Publicity and Social Media Policy**

RESOLVED that the Press & Publicity and Social Media Policies be reviewed and approved.

**22. General Power of Competence**

RESOLVED that in accordance with the Localism Act 2011, Section 8, as set out in Statutory Instrument Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, Normanton Town Council hereby confirms it is an ‘eligible council’ having met the following criteria:

* Suitably qualified Town Clerk
* Minimum of two-thirds of vacancies on the Council were filled at the last ordinary elections.

This resolution will be effective until the day before the next Local Council Elections and will be reviewed at the first Annual Meeting thereafter.

**23. Proposed Council Meeting Dates 2019/20**

RESOLVED that the list of Council Meeting Dates for 2019/20 be approved.

**24. Attendance Records**

RESOLVED that the Councillors Attendance records for 2018/19 be received and noted.

**25. Accounts for Payment**

RESOLVED that the list of accounts for payment totalling £7,418.16 be approved.

RESOLVED that the payments made under Clerks Authority since the last meeting totalling £7,435.65 be approved.

**26. Planning**

The planning applications received since the last meeting were circulated and no objections received.

RESOLVED that the Planning lists be noted and no objections be made.

In the absence of any further business, the Mayor thanked everyone for their attendance and closed the meeting.