



## **BOROUGHBRIDGE TOWN COUNCIL**

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### **MINUTES OF THE ANNUAL MEETING /FULL COUNCIL MEETING HELD ON TUESDAY 10<sup>th</sup> May 2022.**

Meeting held in the Crown Hotel, Boroughbridge – safe distance protocols followed.

**Councillors participating:** P. Taylor (Chair part 1, the Annual Meeting), S. Hynes (Chair part 2, the Full Council Meeting), J. Wilkinson, Peter Phillips, Pauline Phillips, R. Young, J. Fuller, K. Fuller, J. Goss. J. McNeil.

**Clerk present:** J. Nichols.

**Meeting opened:** 18.30. R. Young left the meeting at 19:04

**1. Apologies for absence** – M.Kaczmarczyk.

**2. Declarations of interest in items on the agenda** – None.

**3. Signing of the remaining unsigned Declarations of Acceptance of Offer.**

All members of the newly elected Council signed their “Declarations of Acceptance of Office of a Councillor” form.

**4. Circulation of the Registration of Financial and Other Interest Forms.**

These will be circulated to all members of the newly elected Council and are to be returned to the Town Clerk by Tuesday 24<sup>th</sup> May 2022. Copies will be kept on file at Boroughbridge Town Council and they will also be sent to Democratic Services, Harrogate Borough Council by their deadline of Monday 6<sup>th</sup> June.

**5. The Mayor Elect.**

**5.1 The selection of the Mayor and Chair of Council for 2022 – 2023.**

Cllr Sean Hynes was proposed by Cllr Kenny Fuller and seconded by Cllrs J.Goss and Cllr Peter Phillips.

**Proposal** – Cllr Sean Hynes to become the Town Mayor and Chairman of Council for 2022 – 2023.

**All in favour.**

Cllr Hynes then proposed Cllr Pauline Phillips as his Deputy Mayor.

**Proposal** – Cllr Pauline Phillips to become the Deputy Mayor for 2022 – 2023.

**All in favour.**

**5.2 The handing over of the Chains of Office.**

The outgoing Mayor, Cllr Pat Taylor presented the Mayoral chains of office to the incoming Mayor, Cllr Sean Hynes and Cllr Hynes offered up his formal acceptance and signed his Declaration of Acceptance of Office as Mayor.

**5.3 The offering of thanks from Council to the outgoing Mayor and to the outgoing Deputy Mayor and Consort.**

Cllr Peter Phillips presented Cllr Pat Taylor with a gift of thanks from Council to recognise her 2 years of service as Mayor and Chair of Council together with her Former Mayor’s badge.

**Proposal** - Cllr Taylor proposed a vote of thanks to her Deputy Mayor and his Consort, Cllr Peter Phillips and Cllr Pauline Phillips. **All in favour**

**Proposal** – a further vote of thanks was proposed to the office team (including Pam Howell, Burial Clerk) For all their support to Council over the last 2 years. **All in favour.**

**The new Mayor and Chair of Council, Cllr Sean Hynes then took over for the rest of the meeting at 18:55**

## **6. Approval of previous Meeting Minutes.**

6.1 Full Council Meeting Minutes Tuesday 5<sup>th</sup> April 2022.

**PROPOSAL** – to agree and sign off the Minutes detailed above. **All in favour.**

6.2 Planning Committee Meeting Minutes Tuesday 5<sup>th</sup> April 2022.

**PROPOSAL** – to agree and sign off the Minutes detailed above. **All in favour.**

**7. Annual Meeting business per the Standing orders of BTC** (some items may be delegated to future Full Council Meetings or delegated to the relevant Sub Committee).

7.1 Review of the Terms of Reference for Committees.

7.2. Circulation to all Councillors of the invitation to stay on/join the existing Committees.

7.3. Ratification of appointment of members to existing Committees.

7.4. The establishment of any new Committees.

7.5. Review and adopt the existing Standing Orders and Council Policies including Financial Regulations and HR Policies.

**Proposal** – Agenda items 7.1 – 7.5 will be carefully reviewed by Council over the next 2 months.

**All in favour**

7.6 Review of the Asset Register.

**Proposal** – Agenda item 7.6 will be dealt with at a forthcoming Finance and HR Committee Meeting which will be called within one month of the May Annual Meeting and FCM. **All in favour.**

7.7. Review arrangements for insurance cover in respect of all insurable risks.

This has recently been reviewed and adequate insurance for all insurable risks is in place.

7.8 Review of the Council's and/or staff subscriptions to 3<sup>rd</sup> party bodies.

**Proposal** – Agenda item 7.8 will be dealt with at a forthcoming Finance and HR Committee Meeting which will be called within one month of the May Annual Meeting and FCM. **All in favour.**

7.9 Agree the time and place of Full Council Meetings up to and including the next Annual Meeting.

Full Council Meetings are presently being held in the Crown Hotel rather than the space restricted Council Office. Council is cognisant of the fact that this is a licensed premises but the overriding factor continues to be the provision of prudent meeting social distancing space at Full Council Meetings which is not possible with the Council Office. There are no suitable alternative appropriate venues in the Boroughbridge Ward of Boroughbridge Parish.

**Proposal** – Full Council Meetings to continue to be held at the Crown Hotel. The issue will be kept under Review by Council. Full Council meetings to continue to be held of the first Tuesday of each month.

**All in favour**

## **8. Finance.**

8.1 Agree the end April 2022 Finance Statement, Bank Reconciliation and April payments totalling £5,880.31, and receipts totalling £43,466.19.

**Proposal** – the formal agreement by Council of the end April 2022 Finance Statement, Bank Reconciliation and April payments totalling £5,880.31, and receipts totalling £43,466.19. **All in favour.**

8.2 Agree the AGAR 2021 – 2022 (Annual Governance and Accountability Return).

**Proposal** - the formal agreement by Council of the AGAR 2021 – 2022 (Annual Governance and Accountability Return). **All in favour**

8.3 Agree the AGAR 2021 – 2022 Public Rights Period Monday 13<sup>th</sup> June – Friday 22<sup>nd</sup> July 2022.

**Proposal** - the formal agreement by Council of the AGAR 2021 – 2022 Public Rights Period Monday 13<sup>th</sup> June – Friday 22<sup>nd</sup> July 2022. **All in favour**

8.4 Acquisition of a proper Civic Regalia storage cases to offer appropriate protection of the assets.

**Proposal** – Council to acquire proper regalia storage cases for the Mayoral and Deputy Mayoral Regalia from WH Derby Ltd of Birmingham so that the assets are properly protected. **All in favour.**

**Action** – Town Clerk to make the arrangements for the cases to be acquired.

**Proposal** – The Town Council Mayoral regalia be cleaned and serviced. **All in favour.**

**Action** – Town Clerk to make the arrangements for the regalia be cleaned and serviced.

#### **9. Public questions/statements and requests to speak received prior to the meeting.**

None received.

#### **10. Correspondence received since the last Full Council Meeting.**

None received.

#### **11. Any Other Business.**

**Cllr Kenny Fuller** – requested that the Council minute their dissatisfaction with unacceptable negative comments about Boroughbridge Town Council posted on local social media by Mr Graham Archer on 21<sup>st</sup> April 2022.

**Proposal** – the Mayor to write to Mr Archer requesting the posting be taken down and a formal apology to be issued to Council. **All in favour**

**Cllr Wilkinson** – confirmed that Council need to obtain a formal valuation of their Mill Lane site land holding with and without planning permission.

**Proposal** - Cllr Taylor to arrange for Nick Lawrence of Stephenson in Boroughbridge to perform the valuation. **All in favour.**

#### **12. Confirm the time and date and venue of the next Full Council Meeting.**

Tuesday 7<sup>th</sup> June 2022, 18:30 pm, Crown Hotel.

**All in favour**

**Meeting closed** – 19:32

*Following the Openness of Local Government Bodies Regulations 2014, the right to record, film and to broadcast meetings of the Council, Committees and Sub Committees is established, but anyone wishing to do so, should advise the Clerk or Chair of the Council, to ensure compliance with BTC's adopted policy to manage this activity effectively and lawfully.*

Signed \_\_\_\_\_  
Mayor and Chair of Council

Date \_\_\_\_\_