



## **BOROUGHBRIDGE TOWN COUNCIL**

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Liz Leatherbarrow  
Clerk

Tuesday 30<sup>th</sup> April 2024

To: **The Town Mayor and Members of Boroughbridge Town Council**

Dear Councillors:

I hereby summon you to the following meeting of **BOROUGHBRIDGE TOWN COUNCIL** to be held at the **Council Offices**.

**ANNUAL MEETING at 18.30 followed by FULL COUNCIL MEETING.**

**Tuesday 7<sup>th</sup> May 2024.**

Please see the agenda for the meeting below:

**Notes:**

- 1. Members are reminded of the need to consider whether they have any pecuniary or non-pecuniary interest to declare on any of the items on this agenda and, if so, of the need to explain the reason(s) why. Queries should be addressed to the Monitoring Officer Ms Jennifer Norton 01423 556036.*
  - 2. Members of the public are allowed to observe Council Meetings or speak for up to 3 minutes at Agenda Item 4. Any requests to do this should be advised at least 24 hours in advance of the Council Meeting to the Town Clerk who will make the required arrangements.*
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**ANNUAL MEETING OF BOROUGHBRIDGE TOWN COUNCIL. Tuesday 7<sup>th</sup> May at 18.30**

- 1. Mayors Report**
- 2. Parish Precept 2024-25.**
- 3. Questions/Reports from members of the public.**

**FULL COUNCIL MEETING AGENDA**

- 1. Apologies for absence**
- 2. Declarations of interest in items on the agenda**
- 3. Election of Town Mayor and Chairman for 2024-25**
- 4. Removal of Chains**
  - 4.1 Investiture of the Mayor of Boroughbridge**
  - 4.2 Declaration of Acceptance of office**
- 5. Election of Deputy Town Mayor.**

**6. Presentation of gifts and offering of thanks.**

**7. Signing of the Declarations of Acceptance of Office Forms.**

**The new Mayor will then Chair the rest of the meeting.**

**8. Approval of previous Meeting Minutes.**

8.1 Full Council Meeting Minutes Tuesday 2<sup>nd</sup> April 2024.

8.2 Planning Committee Meeting Minutes Tuesday 2<sup>nd</sup> April 2024.

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

Mr Collier- see item 13.7.

**10. Annual Meeting business per the Standing orders of BTC**

10.1 Review of the Terms of Reference for Committees.

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

10.3. Ratification of appointment of members to existing Committees.

10.4. The establishment of any new Committees.

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

10.6 Review the Asset Register.

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

10.8 Review of Complaints Procedure

10.9 Review of Council's employment policies and procedures.

10.10 Review of the Council's and/or staff subscriptions to other bodies.

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

**11. Finance.**

11.1 To agree the end April 2024 Finance Statement, Bank Reconciliation, and ratify receipts to end of April 2024. (PRECEPT 1 Received.)

11.2 Agree the AGAR 2023-2024 Public Rights Period will be starting from Monday 3rd June – Friday 12<sup>th</sup> July 2024.

11.4 To consider: Tablet Quote for TIP, Swish Fibre offer, Ground works quotes for Mo-Ho standing area.

**12. External Stakeholder and Working Group Reports**

12.1 District Councillor's report from District Councillor Robert Windass

12.2 Schools Liaison Group report led by Cllr Pauline Phillips

12.3 Cemeteries Committee report

12.4 Police and Parishes Liaison

12.5 Joint Parish Council Meeting report from Cllr J Wilkinson

**13. Additional correspondence received since the last Full Council Meeting.**

13.1 Harrogate Outer Newsletter received from Cllr Windass (2.4.24)

13.2 Notice of Submission of new settlement (Malkiln) Development Plan Document to the Secretary of State for Levelling up, Housing and Communities (28.3.24)

13.3 IMB request for volunteers.

13.4 MoHo visitor suggestion about parking fees.

13.5 Consult@objective NYC Document.

13.6 Letter about Back Lane Car Park and Motor Home parking.

13.7 'Land South of Roecliffe Lane' letter.

13.8 Knife Bin location suggestions.

**10. Invitations received for the Mayor, and/or events to attend in May**

10.1 *The Annual Meeting of Ripon City Council and the Election of the Right Worshipful The Mayor, Wednesday 15th May 2024 at 6pm at Ripon Town Hall, Queen Ethelburga's Speech Day event 11<sup>th</sup> May,*

**11. Information Exchange**

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

**Tuesday 4<sup>th</sup> June 2024 at 6.30pm.**

*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.*